BOOK

OF

ACCOUNT FORMS.

Preface to the Book of Account Forms (Reprint).

This volume is merely a reprint of the Book of Account Forms as originally published in 1926 with such additions and alterations as have been introduced through correction slips issued up to date. To save space no reference has been included to forms which have been deleted since the issue of the original print and this explains the gaps in the continuity of the numbers of account forms. Part II of the original edition has been omitted as it has been decided that references to local forms should be made in the local manuals of the account offices and that none is required in this volume. Part III of the original edition has been omitted as references have been inserted in the Audit Code, the Account Code, the Civil Account Code, the Forest Account Code and the Book of Civil Service Regulations Forms showing which of the forms included in these Codes have been standardised for printing purposes.

2. The preface to the original print (as subsequently amended) has been reproduced separately for purpose of reference.

NEW DELHI;
The 27th February 1935.

E. BURDON,
Auditor General in India.

PREFACE.

This book is divided into three parts. Part I contains samples of all forms not included in any prescribed Code, which have been authorised to be printed centrally for use by officers subordinate to the Government of India and the minor Local Governments.

Part II contains lists of forms not included in any prescribed Code, which may be printed for use in their offices by Civil Accountants General, either centrally or at Local Government Presses, as the Deputy Controller of the Central Printing Office may decide.

Part III gives a list of forms prescribed in the Audit Code, the Account Code, the Civil Account Code, the Forest Account Code and the Civil Service Regulations, which have been authorised to be printed centrally or at Local Government Presses.

2. The forms which have been authorised to be printed centrally are obtainable from the Manager of the Forms Press, 166, Dhurrumtollah Street, Calcutta.

M. F. GAUNTLETT,
Auditor General.

The 31st December 1925.

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FUND—*contd.*

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S. Y. 1.

(See Article 201, Audit Code.)

(To be printed on open foolscap.)

TRANSIT BOOK OF VOUCHERS DELIVERED TO OTHER DEPARTMENTS AND AUDITORS BY THE AUDITOR OF THE DISTRICT FOR AUDIT.

Due date of issue from T. A. D. { 1st Schedules ______ 2nd ______

Due date of return to T. A. D. { 1st Schedules ______ 2nd Schedules ______

Class of Vouchers.	To whom delivered.	Month of Account——					Month of Account——					Month of Account——					Month of Account——					Remarks
		1st Schedule.					2nd Schedule					1st Schedule					2nd Schedule.					
		No. of Vouchers.	Date of issue from T. A. D.	Initials with date of receiving Department or Auditor.	Date of receipt in T. A. D. after audit	Initials of receiving Auditor in T. A. D.	No. of Vouchers.	Date of issue from T. A. D.	Initials with date of receiving Department or Auditor	Date of receipt in T. A. D. after audit	Initials of receiving Auditor in T. A. D.	No. of Vouchers.	Date of issue from T. A. D.	Initials with date of receiving Department or Auditor	Date of receipt in T. A. D. after audit	Initials of receiving Auditor in T. A. D.	No. of Vouchers	Date of issue from T. A. D.	Initials with date of receiving Department or Auditor.	Date of receipt in T. A. D. after audit	Initials of receiving Auditor in T. A. D.	

R

S. Y. 2.

(See Art. 204, Audit Code.)

(To be printed on half foolscap quarto.)

Call for Audited Vouchers

The undersigned bills of____________________Schedules of payments of________________district for the month of______________ due back on________________________have not yet been received. Kindly expedite audit and return.

S. Y. 3.

(See Art. 211, Audit Code.)

(To be printed on open foolscap.)

REVIEW REGISTER OF THE ACCOUNTS OF THE ________ TREASURY.

When reviewed ____________ Superintendent of section ____________

By whom ____________ Auditor ____________ Month of Account ____________

Serial No. of items.	Documents.	Defect found.	Explanation of Auditor.	Superintendent's remarks.	Remarks of Reviewing Officers.	Deputy Accountant General's / Accountant General's orders and reference to subsequent action.

S. Y. 4-A.

REGISTER FOR SELECTION OF VOUCHERS FOR PERCENTAGE AUDIT AND REVIEW.

MAJOR HEADS OF ACCOUNTS.

Month of Audit.

1st Schedules	Total No of vouchers received.	Total No. of vouchers. To be audited by auditor.	Total No. of vouchers. To be reviewed by superintendent	Nos. of the vouchers to be audited and reviewed (Bills reviewed by Supdt. should be marked "R" in all cases where this is necessary.)
1. Establishment bills				
(a) Establishment bills with abstracts, statements and increment certificates.				
(i) Rs 500 and above.				
(ii) below Rs 500.				
(b) Other bills				
(i) Rs. 500 and above.				
(ii) below Rs. 500.				
2. Travelling allowance bills				
(a) 1st and 2nd class officers.				
(b) 3rd and 4th class officers.				
3. Abstract and contingent bills.				
(a) above Rs. 500.				
(b) Rs. 500 and below.				
4. Detailed contingent bills. (in support of abstract bills).				
(a) above Rs 500.				
(b) Rs 500 and below.				
5. Contingent bills not requiring countersignature.				
(a) above Rs. 500.				
(b) Rs 500 and below.				
6. Contingent bills requiring countersignature.				
(a) above Rs 500.				
(b) Rs. 500 and below				
7. Scholarships and grants-in-aid bills.				
8. Miscellaneous.				
9. Arithmetical check.				

Certificate by Auditor.

Certified that all the bills entered in column 3 have been audited.

Auditor.

Certified that the bills marked "R" in column 4 have been reviewed by me

Superintendent

S. Y. 7.

(See Art. 415, Audit Code.)

(To be printed on foolscap folio.)

ALPHABETICAL INDEX TO THE NAMES OF GOVERNMENT SERVANTS TO WHOM HOUSE BUILDING ADVANCES HAVE BEEN GRANTED.

Name of Government servant	House for which Advance is Granted		Year of payment.	Number in Broad sheet
	Town	Detailed address, if any.		

S. Y.
(See Art. 424,

(To be printed on

CHECK REGISTER OF EXCISE OPIUM

DURING

Name of Treasury.	Opening balance as in Treasury ± memo.			Receipts as in Treasury ± memo. From Revenue Authority. A			From other treasuries B			Confiscated Opium.			Total Receipts.			Total of columns 2 and 6.			Remittance as shown in Revenue Authority's Account. C			Remittance as shown in other treasuries ± memo. D			Difference between A and C B and D and when and how removed.
1	2			3			4			5			6			7			8			9			10
	Mds.	sr.	ch.	Mds.	sr.	ch.	Mds.	sr.	ch.	Mds.	sr.	ch.	Mds.	sr.	ch.	Mds.	sr.	ch.	Mds.	sr.	ch.	Mds.	sr.	ch.	

10.
Audit Code.)
open foolscap.)

RECEIVED AND ISSUED IN............(PROVINCE)

..........19 .

Issues as in Treasury ± Memo.												Quantity sold as per Cash Account. G			Receipts as shown in other treasuries ± memo. H			Difference between E and G / F and H and when and how removed.	Closing balance as in Treasury ± memo. (cols. 7-14)			Initials
By sale E			By remittance to other treasuries F			On other Accounts *			Total Issues													
11			12			13			14			15			16			17	18			19
Mds.	sr.	ch.	Mds.	sr.	ch.	Mds.	sr.	ch.	Mds.	sr.	ch.	Mds.	sr.	ch.	Mds.	sr.	ch.		Mds.	sr.	ch.	

* J.—Deduction on account of dryage. K.—Deduction on account of weight of wrappers. L.—Sale of Confiscated Opium. M.—Remittance of confiscated opium to Collector. N.—Written off under proper orders.

S. Y. 12.

(See Article 425, Rule 1, Audit Code)

(To be printed on foolscap quarto)

(Obverse.)

No. ——— Dated ——— the ——— 19

FROM

THE

TO

THE

SIR,

I have the honour to forward ——— Schedules showing respectively the receipts of stamps from, and the issues of stamps to, the Treasuries in your province, during the month of ——— 19

I shall be obliged by your certifying, after necessary examination, that the amounts have been respectively written off and brought upon the *plus* and *minus* memoranda of the officers concerned.

The Superintendent / Controller holds himself ready to produce vouchers in support of any entries that may be called in question.

Total Receipts by the Superintendent / Controller of Stamps Rs.

Total Issues by the Superintendent / Controller of Stamps Rs.

I have the honour to be,
SIR,
Your most obedient Servant,
(Signature)
(Designation)

No. ——— Dated ——— the ——— 19

FROM

THE

TO

THE

SIR,

I have the honour to acknowledge receipt of the Schedules of Stamps for the month of ——— forwarded with your letter No. ———, dated the ——— 19 , and to certify that the receipts and issues of stamps as detailed below have been duly written off and brought upon the plus and minus memoranda of the officers concerned.

Total Issues to the Superintendent / Controller of Stamps Rs.

Total Receipts from Superintendent / Controller of Stamps Rs.

I have the honour to be,
SIR,
Your most obedient Servant,
(Signature)
(Designation)

(Reverse.)	RECEIVED. Rs.	ISSUED. Rs.
Judicial, etc., Stamps		
Postage, etc., Stamps		
TOTAL .		

S. Y. 13.

(See Article 434, Audit Code.)

(To be printed on foolscap quarto.)

Office of the

No.

FROM

THE

To

THE

*Dated*___________*the*______ *19* ..

SIR,

I have the honour to observe that the recovery of Rs ——— on account of________________________________ during ___ has not been effected and to request that the amount may be recovered and credited into the Treasury without further delay.

The fact that this has been done and the month in which the amount is credited into the Treasury may be intimated to this office.

I have the honour to be,

SIR,

Your most obedient Servant,

(*Signature*)

(*Designation*)

S. Y. 15.

(See *Arts.* 721-723, Audit Code.)

OBJECTION STATEMENT DISPOSAL REGISTER.

(*To be printed on foolscap folio.*)

District____________________

Month.	Schedules.	Due date.	When passed.	Date of despatch and initials of Despatcher.	First reminder.	Second reminder	Date of receipt.	Auditor's initials	Date of disposal.	Remarks.
April	1st									
	2nd									
May	1st									
	2nd									
June	1st									
	2nd									
July	1st									
	2nd									
August	1st									
	2nd									
September	1st									
	2nd									
October	1st									
	2nd									
November	1st									
	2nd									
December	1st									
	2nd									
January	1st									
	2nd									
February	1st									
	2nd									
March	1st									
	2nd									

S. Y. 16.

(See Art. 773, Audit Code.)

(To be printed on foolscap folio both sides.)

Further remarks on the replies to the Objection Statement on the Audit of the $\frac{\text{First}}{\text{Second}}$ Schedules of payments of for 19 .

Number of item in objection statement.	Voucher number.	Amount objected to		Further objection.	Reply.
		Rs.	A. P.		

No: ____Dated ____the ___19 . No. ____Dated ____the ___19 .

Forwarded to the Treasury Officer ____

____________________ Returned to the ______________.

(Signature) ______

(Designation) ______

Treasury Officer.

S. Y. 17.

(See Art. 29, C. A. C.)

(To be printed on foolscap.)

REGISTER OF DEFALCATIONS.

Subject matter of the case

Amount involved ____________

Amount written off ____________

Amount recovered ____________

____

TOTAL ____________

Serial No.	Inward letter.		From whom received	Progress of the case and action taken.	Particulars as to breach of rules which rendered defalcation practicable (C. A. C., Art. 29)	Date of Report	Final orders of competent authority	REMARKS.
	No. and date.	Date of Receipt.						

S. Y. 17-A.

(To be printed on F'cap folio)

No.

Office of

, the 193 .

To

The

Subject :—Advance for

Sir,

With reference to your No , dated 193 , I have the honour to state that funds are available during the current financial year for payment of an advance of Rs. to Mr. for House Building / the purchase of a house in accordance with the conditions mentioned in

2. A copy of the sanction when accorded should be forwarded to this office.

3. The particulars of the exact situation and the address of the house to be built should be intimated to this office.

4. A certificate to the effect that no advance was drawn previously for the construction of the house at for which the advance is now applied for may kindly be furnished with the sanction.

I have the honour to be,

Sir,

Your most obedient Servant,

(Signature)

(Designation)

S. Y. 18.

(See Arts, 151 and 152, C. A. C.)

(To be printed on Foolscap Folio.)

Office of the________________________________

____

No. , *dated* *the*______________*19* .

FROM

THE________________________

____

To

THE TREASURY OFFICER,

____

SIR,

With reference to letter No. __dated the ________of ______________19 , sanctioning the write off of Rs.________ ________________________as the irrecoverable balance of an advance made under the________________________,
I have the honour to request that the following adjustment be made in the Treasury accounts for the current month, this letter being quoted as authority :—

Debit Rs.____________________in the body of the List of payments to________________and credit Rs.____________________ on account of principal to ________________________ in the schedule of "Advances Recoverable."

2. This amount should also be written off the Treasury *plus* and *minus* memorandum.

3. Please send an intimation of the fact of your having done so, at an early date.

I have the honour to be,

SIR,

Your most obedient Servant,

(Signature)

(Designation)

S. Y. 19.

(See Art 287, C A. C.)

(To be printed on Foolscap Folio.)

URGENT.

To be returned in original with reply noted in the right-hand column.

OFFICE OF THE	REPLY.
*No.*____ *Dated* ____, *the* __ *19* .	*No.*____ *Dated*____, *the* ____*19* .
To THE	To THE
MEMO Has the honour to state that the documents noted below due in this office on____________ ____________ with your schedules of payments and cash account______ has/have not yet been received and to request that it/they may now please be sent at once and this memo. returned with an entry in the right-hand column of the date of actual despatch 2.* Attention is invited to the orders of the Government of India contained in Article 287, C A. C., Vol. II, and it is requested that the cause of delay in this instance may be explained in the right-hand column, and that it may be stated also, whether the instructions in Note 2 to Article 287, C. A. C., Vol. II, are carried out by the Treasury Officer. The delay in the despatch of the document(s) has been noted in the Register of Treasury Irregularities. *(Signature)* *(Designation)*	MEMO.

*This para. is for documents due with schedules of payments and cash account.

S. Y. 20.

(To be printed on foolscap.)

Register of $\frac{\text{Mint}}{\text{Survey}}$ Advances and of Recoveries made therefor as per $\frac{\text{Mint}}{\text{Survey}}$ Accounts for the year 19 -19 .

Nature of Advances.	Amount of Advance.	Recoveries during the Month of												Total Recoveries during the year.	Balance on the 31st March.
		April.	May.	June.	July	August	September	October	November	December.	January.	February	March		
Brought forward .															
Carried over .															

S. Y. 21.

(To be printed on foolscap folio.)

[Obverse.]

Result of examination of the statement of expenditure of the Survey Department for the month of 19 .

Items of expenditure.	Figures as per Superintendent's statement.	Figures as per this office.	Difference.	Remarks.	Explanation of difference by the Superintendent of Surveys.
1	2	3	4	5	6

[Reverse.]

Items of expenditure.	Figures as per Superintendent's statement.	Figures as per this office.	Difference.	Remarks.	Explanation of difference by the Superintendent of Surveys.
1	2	3	4	5	6

No. , *dated* , *the* *19* .

Forwarded to the Superintendent, Survey of India, for early return with explanations of the difference.

(*Signature.*)

(*Designation.*)

No. , *dated* , *the* *19* .

Returned to the________________with necessary explanations.

(*Signature.*)

(*Designation*)

S. Y. 22.

(To be printed on half foolscap folio.)

To

THE SUPERINTENDENT,

ACCOUNT CURRENT SECTION.

The following sums have been $\frac{\text{debited}}{\text{credited}}$ under__________in the Classified Abstract of the______Schedules of Payments and Cash Account of the ________________Treasury or as per Transfer Entry No._____ for __________19 .

________Vouchers and______Schedules in support of the debits and credits are herewith sent for $\frac{\text{transmission}}{\text{note}}$.

Superintendent, Treasury Audit or Mis. Section.

*Dated*__________*19* .

Debits.		Credits	
No. Vouchers and Schedules.	Amount.	Date of Credit or reference to Schedule, etc.	Amount.

N. B.—This slip must be filed in the Account Current Section.

S. Y. 23.

SUSPENSE ACCOUNT.

S. Y.

(To be printed

SUSPENSE ACCOUNT.

Annual Serial No.	Original Entries.		Adjusting Entries.		In what account.	For what month.
	Credits without corresponding debits.	Debits without corresponding credits.	Debits adjusting entries in column 2 (a).	Credits adjusting entries in column 2 (b).		
1	2 (a)	2 (b)	3 (a)	3 (b)	4 (a)	4 (b)
Balance from last month.						
Column 2 (a) of this month.						
Column 2 (b) of this month.						
Total for adjustment.						
Deduct adjusted this month.						
Total of column 3(a)						
Total of column 3(b)						
Net Outstanding						

Agreed with Ledger Balance R
being difference between credits and debits outstanding.

Superintendent.

23.

on open foolscap.)

Month of

Particulars.		Reference to Adjustment.		
Description.	Cause of non-adjustment	Month in which adjusted.	No of adjusting entry in column 4 or 5	Amount of each adjusting entry.
4 (c)	4 (d)	5 (a)	5 (b)	5 (c)

Detail of Closing Balance.

Month.	No. of item.	Credits.	Debits.	Month.	No. of item.	Credits.	Debits.

S. Y. 24.

(To be printed on open foolscap with a fly-leaf.)

Suspense Account for the year 19 -19 .

(First two Pages).

Debits.	April.	May.	June.	July to March Supply	Total.	Remarks.
Total Debits .						
Initials of the Senior Accountant, Book.						
GRAND TOTAL .						

(2nd Page.)

Credits.	April.	May.	June.	July to March Supply.	Total.	Remarks.
Total Credits .						
Initials of the Senior Accountant, Book.						
Closing Balance .						
GRAND TOTAL .						
Initials of the O. O.						

S. Y. 26.

(To be printed on foolscap folio both sides.)

(Obverse.)

Province ____________

Statement showing the total Cash Balance of Government Treasuries on the 1st ______________ 19 and the net transactions under the head "Imperial Bank Deposits" in the Treasury Accounts for the month of ______________ 19 .

Names of Treasuries	Amount of cash balance.	Net transactions under the head "Imperial Bank Deposits."		Details of remittances in transit.
		Net Credit.	Net debit.	
1	2	3	4	5
				From / To / Amount / Kind / Date of despatch
Carried over .				

(Reverse.)

Names of Treasuries	Amount of cash balance.	Net transactions under the head "Imperial Bank Deposits"		Details of remittances in transit.
		Net credit.	Net debit.	
1	2	3	4	5
				From / To / Amount / Kind / Date of despatch
Total				
Add to Col. 2 amount in transit				
Grand Total				

No. ______________

Forwarded to the with reference to the circular letter No. B. & R. 48-26—20, dated the 6th January 1921, from the Controller of the Currency, Calcutta.

Office of the

Dated ______________ } (*Signature*) ______________

The ______________ *19* . } (*Designation*) ______________

S. Y. 27.

(To be printed on foolscap folio both sides.)

Remarks or explanation of the .... on the Statement of discrepancies between Department and Treasury figures under .... of the .... District for .... 19 .

Major and Minor head of Account.	Figures of Departmental Return.	Figures of Accountant General's Return.	Difference.	Remarks of the	Explanation of difference by Deptl. authority.

S. Y. 28.
(To be printed on foolscap folio.)

Office of the

No.———, *dated*———, *the*———*19* .

To
THE TREASURY OFFICER,
————————

SIR,
I have the honour to authorise you to reduce/increase the balance at the credit of the ———————— by Rs.————————as detailed on the reverse.

2. Please return to this office duly filled in certificate in the following form as soon as necessary action has been taken by you.

(*Signature*)
(*Designation*)

No.

Copy forwarded to the* ————————for information. The certificate may please be returned to this office after necessary action has been taken.

(*Signature*)
(*Designation*)

(*Here enter the designation of the Administrator of the Fund.)

Office of the

No.———, *dated*———, *the*———*19* .

To
THE TREASURY OFFICER,
————————

SIR,
I have the honour to authorise you to reduce/increase the balance at credit of the ———— ————by Rs.———— as detailed on the reverse.

2. Please return to this office duly filled in certificate in the following form as soon as necessary action has been taken by you

I have the honour to be,
Sir,
Your most obedient servant,

(*Signature*)
(*Designation*)

MEMO.
No.

Necessary corrections, as required by letter No.———, dated the———— 19 from the———— ————have been made.

(*Signature*)
(*Designation*)

Office of the

No. ——, *dated* ——, *the* —— *19* .

To
THE TREASURY OFFICER,
————————

SIR,
I have the honour to authorise you to reduce/increase the balance at credit of the ———— ———— by Rs.———— as detailed on the reverse

2. Please return to this office duly filled in certificate in the following form as soon as necessary action has been taken by you.

I have the honour to be,
Sir,
Your most obedient servant,
(*Signature*)
(*Designation*)

No.
Copy forwarded to the———— ————for information. This certificate may please be returned to this office after necessary action has been taken.
(*Signature*)
(*Designation*)

MEMO.
No.
Certified that necessary action on letter No.————, dated the ———— 19 from the———— ———— has been taken by me.
(*Signature*)
(*Designation*)

S. Y. 29.

(To be printed on Foolscap Folio.)

(Obverse.)

Office of the

No. *Dated*____, *the*____19 .

To

The

Sir,

I have the honour to request that, on receipt of this letter, you will place to the credit of / pay to the sum of (Rs.) Rupees on a duly receipted bill countersigned by the . The amount represents the grant sanctioned by the in letter No , dated , for out of the grant placed in his disposal during 19 -19 .

I have, etc.,

(*Signature*)
(*Designation*)

No. *Dated*

Copy forwarded to for information.

(*Signature*)
(*Designation*)

(Obverse.)

Office of the

No. *Dated* ___, *the*____ *19* .

To

The

Sir,

I have the honour to request that, on receipt of this letter, you will place to the credit of / pay to the sum of (Rs.) Rupees on a duly receipted bill countersigned by the . The amount represents the grant sanctioned by the in letter No. , dated , for out of the grant placed in his disposal during 19 -19 .

I have the honour to be,

Sir,

Your most obedient servant,

(*Signature*)

(*Designation*)

(Obverse.)

Office of the

No. *Dated*____, *the*____19

To

The

Sir,

I have the honour to request that, on receipt of this letter, you will place to the credit of / pay to the sum of (Rs.) Rupees on a duly receipted bill countersigned by the . The amount represents the grant sanctioned by the in letter No. , dated , for out of the grant placed in his disposal during 19 -19 .

I have the honour to be,
Sir,
Your most obedient servant,

(*Signature*)
(*Designation*)

No. *Dated*

Copy forwarded to for information.

(*Signature*)
(*Designation*)

Note.—The document should be presented for payment at the Treasury with the form of bill on the reverse duly filled in and signed.

Audit Register page.

(Reverse. Voucher No. of triplicate counterfoil.)

Received the sum of (Rs.)

Rupees

authorised on the reverse

(*Signature*)

(*Designation*)

Pay Rupees

District

Dated - - *19* .

Treasury *Officer.*

Accountant.

For use in the Accountant General's Office.

Admitted in full

Auditor *Superintendent.*

S. Y. 31.

(To be printed on foolscap folio.)

Office of the

No. ______ *dated* ______, *the* ______ *19* .

To

THE

SIR,

I HAVE the honour to intimate that a charge of Rs ______ as detailed in the accompanying bill *has been incurred on account of the maintenance of prisoners connected with / belonging to the ______ State during the year ended ______ 19 , and to request that you will be so good as to recover that amount and pay it into the nearest Government Treasury to the credit of the Government of ______, and advise this office of your having done so, giving the date on which, and the name of the Treasury into which, the amount was paid.

*Received with Inspector-General of Prisons' letter No. , dated

Enclosures

Bill No. for Rs.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

Office of the

No. ______ *dated* ______, *the* ______ *19* .

To

THE

SIR,

I HAVE the honour to intimate that a charge of Rs. ______ as detailed in the accompanying bill *has been incurred on account of the maintenance of prisoners connected with / belonging to the ______ State during the year ended ______ 19 , and to request that you will be so good as to recover that amount and pay it into the nearest Government Treasury to the credit of the Government of ______, and advise this office of your having done so, giving the date on which, and the name of the Treasury into which, the amount was paid.

*Received with Inspector-General of Prisons' letter No , dated

Enclosures

Bill No. for Rs.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

S. Y. 29.

(To be printed on Foolscap Folio.)

(Obverse.)

Office of the

No. *Dated*___, *the*___19 .

To

THE

SIR,

I HAVE the honour to request that, on receipt of this letter, you will place to the credit of
pay to
the sum of (Rs.)
Rupees on a duly receipted bill countersigned by the . The amount represents the grant sanctioned by the
in letter
No. , dated ,
for out of
the grant placed in his disposal during 19 -19 .

I have, etc.,

(*Signature*)

(*Designation*)

No. *Dated*

Copy forwarded to
for information.

(*Signature*)

(*Designation*)

(Obverse.)

Office of the

No. *Dated* ___, *the*___ 19 .

To

THE

SIR,

I HAVE the honour to request that, on receipt of this letter, you will place to the credit of
pay to
the sum of (Rs.)
Rupees on a duly receipted bill countersigned by the . The amount represents the grant sanctioned by the
in letter
No. , dated ,
for out of
the grant placed in his disposal during 19 -19 .

I have the honour to be,

SIR,

Your most obedient servant,

(*Signature*)

(*Designation*)

(Obverse.)

Office of the

No. *Dated*___, *the*___19

To

THE

SIR,

I HAVE the honour to request that, on receipt of this letter, you will place to the credit of
pay to
the sum of (Rs.)
Rupees on a duly receipted bill countersigned by the . The amount represents the grant sanctioned by the
in letter
No. , dated ,
for out of
the grant placed in his disposal during 19 -19 .

I have the honour to be,

SIR,

Your most obedient servant,

(*Signature*)

(*Designation*)

No. *Dated*

Copy forwarded to
for information.

(*Signature*)

(*Designation*)

Note.—The document should be presented for payment at the Treasury with the form of bill on the reverse duly filled in and signed.

Audit Register page.

(Reverse. Voucher No. of triplicate counterfoil.)

Received the sum of (Rs.)

Rupees

authorised on the reverse.

(*Signature*)

(*Designation*)

Pay Rupees

DISTRICT

Dated - - - 19 . } *Treasury Officer.*

Accountant.

For use in the Accountant General's Office.

Admitted in full

Auditor *Superintendent.*

S. Y. 31.

(To be printed on foolscap folio.)

Office of the

No. ______ *dated* ______, *the* ____________ *19*

To

THE

SIR,

I HAVE the honour to intimate that a charge of Rs ______ as detailed in the accompanying bill *has been incurred on account of the maintenance of prisoners connected with / belonging to the ______________ State during the year ended ____________ 19 , and to request that you will be so good as to recover that amount and pay it into the nearest Government Treasury to the credit of the Government of ________, and advise this office of your having done so, giving the date on which, and the name of the Treasury into which, the amount was paid.

*Received with Inspector-General of Prisons' letter No , dated

Enclosures
Bill No. for Rs.

I have the honour to be,
SIR,
Your most obedient servant,

(Signature)

(Designation)

Office of the

No. ______ *dated* ______, *the* ____________ *19*

To

THE

SIR,

I HAVE the honour to intimate that a charge of Rs ______ as detailed in the accompanying bill *has been incurred on account of the maintenance of prisoners connected with / belonging to the ______________ State during the year ended ____________ 19 , and to request that you will be so good as to recover that amount and pay it into the nearest Government Treasury to the credit of the Government of ________, and advise this office of your having done so, giving the date on which, and the name of the Treasury into which, the amount was paid.

*Received with Inspector-General of Prisons' letter No. , dated

Enclosures
Bill No. for Rs.

I have the honour to be,
SIR,
Your most obedient servant,

(Signature)

(Designation)

S. Y. 32.

(To be printed on Foolscap.)

Office Counterfoil.

Order for Treaty Payment.

Reference Dy. No._____ Date_____

Official No. of Payment _____

Amount due to _____

Due date_____

Amount due Rs._____

Amount of this order Rs._____

On what Treasury _____

No. of Order_____ date_____

Amount Rs. _____

To receipt of_____

Political Officer_____

Cash _____

Notes_____

Advice to Treasury.

Order for Treaty Payment.

_____, the_____19

The Treasury Officer of

is hereby advised of the issue of an order fo[r] Treaty Payment, issued upon him, as p[er] particulars below specified.

(*Signature*)

(*Designation*)

No of Order_____ date_____

Amount due to_____

Due date_____

Amount Rs._____

To receipt of_____

Political Officer in charge_____

Payable in cash_____

" " Notes_____

Forwarded to the_____

with reference to his letter No. _____ dated_____

Order for Treaty Payment.

Official No of Payment.	Total Amount due.			Amount of this order.	Remarks
	Due to	Due date	Amount due.		
					Details are as follows;— Cash _____ Notes _____

No. of Payment Order _____

Dated _____, the_____19 .

To

THE TREASURY OFFICER AT_____

On or after_____19 . Please pay to the receipt of_____ the sum of Rupees_____ on account of the Treaty Payment.

Rs.

Countersigned

(*Signature*)
(*Designation*)

Political Officer.

For use in Audit Office— Admitted Rs. Objected Rs. Reason of objection. Auditor Supdt.	NOTE.—This payment, when made, should be charged in the Schedules of Payments. The receipt must bear the countersignature of the Political officer, where necessary, and is not subject to Stamp duty.

S. Y. 33.

(To be printed on foolscap.)

Register of Treaty Payment made by ________ to ________ on account of ________
payable in ________ instalments of Rs. ________ on ________

Due date.	Amount due.			Date of Issue of payment orders.	Particulars of orders issued.						Month in which paid.	Initials of Accountant.	Remarks.
					No. of order.	On what Treasury.	Amount.			To whose receipt.			
	Rs.	A.	P.				Rs.	A.	P.				

S. Y. 37.

(To be printed on foolscap folio.)

Enclosures.

OFFICE OF THE ______________________

____

No.

Dated __________, *the* ____________________ *19* .

FROM

THE ______________________

____

To

THE ______________________

____

SIR,

I have the honour to forward ________ copies of the Inspection Report on the __________ Treasury for 19 -19 , and to request that you will be so good as to ask the Collector of the district to have all the defects noticed therein, removed and the instructions given carried out. Special attention is invited to the irregularities noticed in paragraphs __________

__________ of the report.

2. The Collector of the district should also be asked to record his remarks in respect of all the irregularities noticed, in one copy of the report which may kindly be sent to this office as early as possible with your comments thereon where necessary.

I have the honour to be,

SIR,

Your most obedient Servant,

(Signature)

(Designation)

S. Y. 38.

(To be printed on foolscap folio.)

(Obverse.)

O. N. With reference to Voucher No.
dated 19 .

Office of the ——————

Dated the 19 .

No.

To

The

Sir,

The sum of Rs. having been advanced by the to the officer named overleaf on the occasion of his/their transfer to your district, I have the honour to request that you will be so good as to recover the amount in three equal instalments commencing from the first issue of his/their pay quoting the No. and date of this memo. against the recovery as authority.

Copy to of for information and guidance.

Noted in Objection Book for ———— 19 .

Part page

G. O.

Office of the ——————

Dated the 19 .

No.

To

The

Sir,

The sum of Rs. having been advanced by the to the officer named overleaf on the occasion of his/their transfer to your district, I have the honour to request that you will be so good as to recover the amount in three equal instalments commencing from the first issue of his/their pay quoting the No. and date of this memo. against the recovery as authority.

I have the honour to be,

Sir,

Your most obedient Servant,

(Signature)

(Designation)

Office of the ——————

Dated the 19 .

No.

To

The

Sir,

The sum of Rs. having been advanced by the to the officer named overleaf on the occasion of his/their transfer to your district. I have the honour to request that you will be so good as to recover the amount in three equal instalments commencing from the first issue of his/their pay quoting the No. and date of this memo against the recovery as authority.

I have, etc.,

(Sd.) ————

(Designation) ————

No.

Copy forwarded to the of for information and guidance.

(Signature)

(Designation)

(Reverse.)

Names.	Amount.		Names.	Amount.		Names.	Amount.
		1			1		
		2			2		
		3			3		
[illegible]		4			4		
[illegible]		5					
[illegible]		6					
[illegible]		7			7		
[illegible]		8			8		
[illegible]		9			9		
10		10			10		
11		11			11		
12		12			12		
13		13			13		
14		14			14		
15		15			15		
16		16			16		
17		17			17		
18		18			18		
19		19			19		
20		20			20		
21		21			21		
22		22			22		

S. Y. 39.

(To be printed on open foolscap.)

Statement showing the amount of Jail Supplies made to Public Departments during the Month of ——————— 19 .

N.B.—If the number of columns for Detailed heads proves to be insufficient, the columns on the right hand side may be utilised.

Major and Minor heads.							
Detailed heads.		Printing.	Furniture.	Warm clothing.			
Districts	Supplying Jail						

Major and Minor heads.							
Detailed heads.		Printing.	Furniture.	Warm clothing.			
Districts	Supplying Jail						

Major and Minor heads.							
Detailed heads.		Printing.	Furniture.	Warm clothing.			
Districts	Supplying Jail						

Major and Minor heads							
Detailed heads.		Printing.	Furniture.	Warm clothing.			
Districts	Supplying Jail.						

(Reverse.)

	Names.	Amount.		Names.	Amount		Names.	Amount.
1			1			1		
2			2			2		
3			3			3		
4			4			4		
5			5					
6			6					
7			7			7		
8			8			8		
9			9			9		
10			10			10		
11			11			11		
12			12			12		
13			13			13		
14			14			14		
15			15			15		
16			16			16		
17			17			17		
18			18			18		
19			19			19		
20			20			20		
21			21			21		
22			22			22		

S. Y. 39.

(To be printed on open foolscap.)

Statement showing the amount of Jail Supplies made to Public Departments during the Month of ______________ 19 .

N.B.—If the number of columns for Detailed heads proves to be insufficient, the columns on the right hand side may be utilised.

Major and Minor heads.							
Detailed heads.		Printing.	Furniture.	Warm clothing.			
Districts	Supplying Jail						

Major and Minor heads.						
Detailed heads.		Printing.	Furniture.	Warm clothing.		
Districts	Supplying Jail.					

Major and Minor heads							
Detailed heads		Printing.	Furniture.	Warm clothing.			
Districts	Supplying Jail.						

Major and Minor heads						
Detailed heads.		Printing.	Furniture.	Warm clothing.		
Districts	Supplying Jail.					

(Reverse.)

	Names.	Amount.		Names.	Amount.		Names.	Amount.
1			1			1		
2			2			2		
3			3			3		
4			4			4		
5			5					
6			6					
7			7			7		
8			8			8		
9			9			9		
10			10			10		
11			11			11		
12			12			12		
13			13			13		
14			14			14		
15			15			15		
16			16			16		
17			17			17		
18			18			18		
19			19			19		
20			20			20		
21			21			21		
22			22			22		

S. Y. 39.

(To be printed on open foolscap.)

Statement showing the amount of Jail Supplies made to Public Departments during the Month of —————— 19 .

N.B.—If the number of columns for Detailed heads proves to be insufficient, the columns on the right hand side may be utilised.

Major and Minor heads.							
Detailed heads.		Printing.	Furniture.	Warm clothing.			
Districts	Supplying Jail.						

Major and Minor heads.							
Detailed heads.		Printing.	Furniture.	Warm clothing.			
Districts	Supplying Jail.						

Major and Minor heads.							
Detailed heads.		Printing.	Furniture.	Warm clothing.			
Districts	Supplying Jail.						

Major and Minor heads.							
Detailed heads.		Printing.	Furniture.	Warm clothing.			
Districts	Supplying Jail.						

(Reverse.)

	Names.	Amount.		Names.	Amount.		Names.	Amount.
1			1			1		
2			2			2		
3			3			3		
4			4			4		
5			5					
6			6					
7			7			7		
8			8			8		
9			9			9		
10			10			10		
11			11			11		
12			12			12		
13			13			13		
14			14			14		
15			15			15		
16			16			16		
17			17			17		
18			18			18		
19			19			19		
20			20			20		
21			21			21		
22			22			22		

S. Y. 39.

(To be printed on open foolscap.)

Statement showing the amount of Jail Supplies made to Public Departments during the Month of ______________ 19 .

N.B.—If the number of columns for Detailed heads proves to be insufficient, the columns on the right hand side may be utilised.

Major and Minor heads.							
Detailed heads.		Printing.	Furniture.	Warm clothing			
Districts	Supplying Jail						

Major and Minor heads.							
Detailed heads.		Printing.	Furniture.	Warm clothing.			
Districts	Supplying Jail						

Major and Minor heads.							
Detailed heads.		Printing.	Furniture.	Warm clothing			
Districts	Supplying Jail						

Major and Minor heads							
Detailed heads.		Printing.	Furniture.	Warm clothing			
Districts	Supplying Jail.						

S. Y. 40.

(To be printed on foolscap quarto.)

No.

Memorandum showing the adjustments made in the Books of the ______ ______ for the month of ______ 19 , on account of $\frac{\text{receipts}}{\text{charges}}$ communicated in the ______.

Name and month of exchange account.	Amount.			To what head of account $\frac{\text{credited}}{\text{debited}}$.	REMARKS.

To

______

(*Signature*) ______

(*Designation*) ______

S. Y. 41.

(To be printed on open foolscap.)

Register for watching the availability of funds in respect of undistributed optional advances.

Nature of advance ________

Appropriation for 19 -19 ________

Subsequent modifications, if any ________

Serial No.	Diary No	Sanctioning authority.		In whose favour	Amount applied for.	Progressive total.	Available balance.	Orders sanctioning advance.		No. and date of letter authorising payment.	Record of payment.	Remarks.
		No. and date of letter.	Name.					No. and date.	Amount.			

Folding space.

S. Y. 40.

(To be printed on foolscap quarto.)

No.

Memorandum showing the adjustments made in the Books of the ______ ______ for the month of ______ 19 , on account of $\frac{\text{receipts}}{\text{charges}}$ communicated in the ______.

Name and month of exchange account.	Amount.			To what head of account $\frac{\text{credited}}{\text{debited}}$.	REMARKS.

To

______

(*Signature*) ______

(*Designation*) ______

S. Y. 46.

(See Art. 260, Audit Code.)

(To be printed on foolscap quarto.)

URGENT

No.__________

FROM THE

TO THE TREASURY OFFICER,

SIR,

This is to warn you that Mr.____________________ has applied for $\frac{\text{leave out of India}}{\text{permission to retire from the service}}$, and to request you to at once carry out the instructions contained in Art. 287-3, Civil Account Code.

An order* of retrenchment of Rs.________________ is outstanding against him in the books of this office, which you will recover without fail from the next payment made to him (if not already recovered) without listening to any objection or protest.

* No.______, dated______.

I have the honour to be,

SIR,

Your most obedient Servant,

__________,

*The*_______________ *19* .

(Signature)

(Designation)

S. Y. 42.

(To be printed on foolscap quarto on both sides.)

To be returned in original with reply noted in the right-hand column.

To be recovered before 19 . .

OFFICE OF THE ____________

Recovery Order No. , dated 19 .

To

THE MEDICAL OFFICER IN CHARGE ____________ DISPENSARY.

Memo

A sum of (Rs.)

Rupees ____________ has been charged by the Controller of ____________ for the Medical Stores supplied to the above Dispensary on Receipt Voucher No for 19 .

Please pay the amount into the nearest Government Treasury or intimate acceptance of debit immediately and return this advice in original duly completed.

As this amount has already been paid by Government on behalf of the dispensary, its repayment should not be delayed beyond the period fixed above.

(Signature)

(Designation)

Reply No

Dated ________, *the* ________ 19 .

To

THE ____________

Memo.

The sum of (Rs.)

was paid into the Huzur/Taluka Treasury on the 19 .

In charge ____________ Dispensary.

No. *dated* *19* .

The sum of Rs. has been credited to "Civil Advances", "Medical Supplies from Military Department", in the month of 19 .

Treasury Officer.

Credit traced in the cash account. Record.

Superintendent.

S. Y. 43.

(See Art. 221 (*b*) Audit Code.)

(To be printed on postcard.)

(Obverse.)

No. *G. A.* ____

Office of the

Gazetted Audit Department.

________, *the* ________ *19* .

Memo.

To facilitate work in this office Mr. ____________

is requested kindly to enter ____________ as the audit number at the top of his pay bills.

(Signature)

(Designation)

(Reverse.)

ON HIS MAJESTY'S SERVICE.

S. Y. 46.

(See Art. 260, Audit Code)

(To be printed on foolscap quarto.)

URGENT

No.________

FROM THE

TO THE TREASURY OFFICER,

SIR,

This is to warn you that Mr.________________ has applied for $\frac{\text{leave out of India}}{\text{permission to retire from the service}}$, and to request you to at once carry out the instructions contained in Art. 287-3, Civil Account Code.

An order* of retrenchment of Rs.____________ is outstanding against him in the books of this office, which you will recover without fail from the next payment made to him (if not already recovered) without listening to any objection or protest.

* No.______, dated______.

I have the honour to be,

SIR,

Your most obedient Servant,

________,

*The*____________*19* .

(Signature)

(Designation)

S. Y.

(To be printed

Furlough Account of Mr.

1	2					3															4			5									
	Actual service as High Court Judge on and after 17-10-22.					Furlough earned.																		Furlough									
						(a)			(b)			(c)			(d)			(e)						(a)					(b)				
Government under which employed						¼th of actual service as Judge (as in col. 2).			Double the period (1) of privilege leave under Rule 7(a) (i) and (2) (by which the vacation enjoyed falls short of one month) under Rule 7 (a) (iv) or 7 (b) (ii).			Furlough at credit before appointment as Judge under Note 1 to Rule 7 (a) (ii).			Furlough at credit before appointment as Judge under Rule 7 (b) (iii).			Total cols. 3(a)+3(b)+[3(c) or 3(d)].			Furlough at credit cols. 3 (e)+5.			Leave on half allowances					Leave on full allowances.				
	From	To	Period.																					From	To	Period.			From	To	Period.		
			Y.	M.	D.	Y.	M.	D.	Y.	M.	D.	Y.	M.	D.	Y.	M.	D.	Y.	M.	D.	Y.	M.	D.			Y.	M.	D.			Y.	M.	D.

DIREC

N.B.—References are to the High Court Judges (India) Rules, 1923.

1. The account is to be kept in terms of leave on half allowances.
2. In the case of Judges who were in service on 17-10-22, the first entry will be made in columns 2, 3(a), 3(b) and 4 (c)
3. Col. 3(a) will show leave earned under Rule 7(a) (ii) (with Note 1 thereunder), and Rules 7(a) (iii) and 7(b) (i). In regard to the leave under the first of these rules, the gross furlough earned by a Judge prior to 17-10-22 will be shown here, as the furlough enjoyed prior to that date will be shown in column 5(a) or 5(b) as the case may be.
4. Column 5(a) will include furlough and leave on half allowances taken as a Judge both before and after 17-10-22.

;-A.

fool-cap.)

ustice ______________________

ion. (c) Double of column 5 (b).			(d) Total debit, c 1 5(b)+5(c) [limited to three years *plus* credit under col. 3(b)].			6 Balance cols 1—5(d)			7 Leave on full allowances admissible. (a) Half of c 1 3(b) *plus* one year *minus* commuted fu lou h and leave on average pay taken before appointment as Judge and debited to one year *See* Rule 1(b) (i)			Calculations under Rule 10(b) (ii). (b) 1/8th of col 3(a). *See* Rule 10(b) (ii) A)			(c) Half of credit in col. 3(c). *See* Rule 10 b) (ii) (B).			(d) Total columns 7(b)+ 7(c) (limited to one year)			(e) Half of credit in col. 3(b) *plus* half of col 3(d).			(f) Total cols. 7(c)+7(d)			(g) Admissib under Rule 10(b). Credit in col. 7(a) or 7(f) whichever is less.			(h) Balance col. 7(g)— ol. 5(b).			8 Remarks.
Y.	M.	D.	Y.	M.	D	Y.	M	D	Y	M.	D.	Y.	M.	D.	Y.	M.	D.	Y.	M.	D.	Y.	M.	D.	Y.	M.	D.	Y.	M.	D.	Y.	M.	D.	

TIONS.

5. Column 7(b) will include furlough on double allowances and leave on full allowances taken as a before and after 17-10-22.

6. Column 7(a). Leave on average pay sub ect to a maximum in Rule 10(l) (i) means all leave on directly debited to the ad.i ional "one year".

7. Column 7(d) I Intended to check the limit of one year imposed by the Note to Rule 10(1) (ii).

8. Any period of temporary service as Judge which may have been included in the calculation a service Judge under Rule 7(b) (iii) or Rule 10(b) (ii) (c) should be excluded from the Rule 5(b) (i) or Rule 10(b) (ii) (A) respectively. *See* letter from the C. C. A., to the No.T.493-A/34-39, dated the 29th June 1939.

S. Y. 47.

(See Art. 260, Audit Code.)

(To be printed on foolscap quarto.)

No._______

OFFICE OF THE

_______, *the*_______________*19* .

This is to certify that there are no demands against Mr.____ of the______________________________________Service on the books of this office.

(*Signature*)

(*Designation*)

N.B.—The above CERTIFICATE having been given on an examination of the Public Accounts up to the latest period found to be practicable on this date, is not to preclude Government from claiming any amount for which the above-named officer may hereafter be found to be justly liable.

S. Y. 47-A.

(To be printed on foolscap.)

OFFICE OF THE

No. , dated the 19

To

Sir,

With reference to your letter No. , dated the , I have the honour to authorise you to draw your pay and allowances as below :—

A.—During joining time—

bankers.

(a) Pay at Rs . p.m. from ... .
(b) Additional pay at Rs . . p.m. from . .. .
(c) Overseas pay at Rs .. . p.m.
(d) Overseas pay in sterling payable to bankers (Please intimate their names).
(e) Special pay.
(f) Judicial pay

(a) Subscription to .. . . fund .. at . .... p.m. from... ....
(b) General Provident Fund at ... p.m. from.. .

Quarters).

d as you are hereby authorised to draw ffect from .. . you will have overdrawn in England leave allowance at . ..... for the period from . .. . to . .. or net Rs. . ... as detailed in margin. This should also be refunded by deduction from the net amount of your next pay bill. You should also take refund of the Indian Civil Service Provident Fund, viz., Rs. paid by you in advance by deduction from the amount of the Indian Civil Service Provident Fund payable in your next pay bill.

Paid in England at Rs . .... p.m. at £ s. d. per rupee, as at p.m. which at the market rate of exchange is equivalent to... . p.m. and to Rs . .... for the period from.. .. ..to.. . ..

4. As you were not paid leave-salary for the period from ... to .. . .. you may draw the same at Rs. . p.m. converted into sterling at £ s. d. per rupee (the rate of exchange at which you would have been paid in England) and reconverted at the current rate of exchange in force at the time of payment.

5. The sum of Rs.. . . .. taken as an advance from the . $\frac{\text{Accountant-General}}{\text{Treasury}}$ should be refunded by monthly instalments at the rate of not less than 1-3rd of your pay *commencing from the bill in which full pay is drawn.*

6. The sum of Rs. . on account of balance of ... . . advance should be refunded which a full d subsequent

Alternative

p.m.

p.m.

No. at the

8. Your Last Pay Certificate from the High Commissioner, London, herewith returned should be attached to your first bill.

I have, etc.

No.

Copy forwarded to the Treasury Officer . . ...for information and necessary action.

* The Portion in italics may be scored out when not required.

S. Y. 48.

(See Arts. 267—73, Audit Code.)

(To be printed on foolscap folio.)

MEMORANDUM.

To be returned in original with reply noted in the right hand column.

OFFICE OF THE , ———, *the* 19 .	
——— is requested to furnish the information, etc., required below, to complete the record of service of——— ——— maintained in this office and to return the memorandum at a very early date	The informations asked for is furnished below :—
(Signature) *(Designation)*	*(Signature)* *(Designation)*
1. Full name with titles, if any	1.
2. Date of birth by Christian era	2.
3. Original Service book / Statement of services, including war services, if any.	3
4. Date of arrival in India	4.
5. Date of assuming / relinquishing charge at ———	5.
6. Domicile (Asiatic or Non-Asiatic)	6.
7. Province of domicile at the time of appointment.*	7.
8. Mother tongue*	8.
9. Religion or community	9.
10. Caste*	10.
11. Tribe*	11.
12. Home of Family*	12.
13. Academical Degree, if any	13.
14. Literary works, if any	14.
15. Particulars regarding award of war service medals or clasps, or King's Police Medals.	15.
16. Dates on which honours and decorations were conferred.	16.
17. Particulars of nominations as a member of any of the Legislative Bodies now established.	17.

*For Indian Officers.

S. Y. 49.

(See Art. 272, Audit Code.)

(To be printed on foolscap folio.)

To be returned in original with reply noted in right hand column.

OFFICE OF THE

No. , *dated* 19 .

To

SIR,

The undersigned requests the favour of being furnished at an early date with the countersigned Last-Pay Certificate and statement of services of ——————————

in which among others the following details should be shown —

1. Date of birth.
2. Date of first arrival in India.
3. Date of commencement of service.
4. Details of appointments held.
5. Details of leaves obtained.
6. Pay drawn from ——————— to ——————— (last twelve complete months or last three years as the case may be).
7. University and Departmental examinations (if any) passed by him.

(*Signature*)

(*Designation*)

OFFICE OF THE

REPLY No

Dated , *the* 19 .

To

MEMO.

S. Y. 48.

(See Arts. 267—73, Audit Code.)

(To be printed on foolscap folio.)

MEMORANDUM.

To be returned in original with reply noted in the right hand column.

OFFICE OF THE , ———, *the* 19 . ——————— is requested to furnish the information, etc., required below, to complete the record of service of——— ——————— maintained in this office and to return the memorandum at a very early date.	The informations asked for is furnished below :—
(Signature) *(Designation)*	*(Signature)* *(Designation)*
1. Full name with titles, if any	1.
Date of birth by Christian era	2.
3. Original Service book / Statement of services, including war services, if any.	3.
4. Date of arrival in India	4.
5. Date of assuming / relinquishing charge at ———	5.
6. Domicile (Asiatic or Non-Asiatic)	6.
7. Province of domicile at the time of appointment *	7.
8. Mother tongue*	8.
9. Religion or community	9.
10. Caste*	10.
11. Tribe*	11
12. Home of Family*	12.
13. Academical Degree, if any	13.
14. Literary works, if any	14.
15. Particulars regarding award of war service medals or clasps, or King's Police Medals.	15.
16. Dates on which honours and decorations were conferred.	16
17. Particulars of nominations as a member of any of the Legislative Bodies now established.	17.

*For Indian Officers.

S. Y. 49.

(See Art. 272, Audit Code.)

(To be printed on foolscap folio)

To be returned in original with reply noted in right hand column.

OFFICE OF THE	OFFICE OF THE
No. , *dated* *19* .	REPLY No *Dated* , *the* *19* .
To	To
SIR, The undersigned requests the favour of being furnished at an early date with the countersigned Last-Pay Certificate and statement of services of —————— —————— in which among others the following details should be shown :— 1. Date of birth. 2. Date of first arrival in India. 3. Date of commencement of service. 4. Details of appointments held. 5. Details of leaves obtained. 6. Pay drawn from ——— to ——— (last twelve complete months or last three years as the case may be). 7. University and Departmental examinations (if any) passed by him. *(Signature)* *(Designation)*	MEMO

S. Y. 52.

(See Art. 841, C. S. R.)

(To be printed on foolscap folio)

Report of the ______________ on application for Leave of Absence.

Station	Name of Officer.	Appointment.	Leave applied for				
			Nature.	Period.			Date of commencement.
				Y.	M.	D.	

No. ______

(Under Fundamental Rules.)

Certified that Leave for ______ months ______ days is admissible from ______ 19 , under Fundamental Rules, etc., Leave on average pay for ______ months ______ days (including Privilege leave at credit for ______ months ______ days) with leave on half average pay for ______ months ______ days under rules ______ of those rules, or if the leave is spent out of India or Ceylon or is taken on Medical Certificate,* Leave on average pay for ______ months ______ days (including Privilege leave for ______ months ______ days at credit) with leave on half average pay for ______ months ______ days under rules ______ of the said Rules.

(Under Leave Rules of 1920 or the old Civil Service Regulations)

Certified that Privilege leave for ______ months ______ days under Articles 246 and 260 of the Civil Service Regulations and in continuation furlough on average salary for ______ months ______ days under ______ and ordinary furlough for ______ year ______ months ______ days under Article 233/232 of the Civil Service Regulations will be admissible to the officer on ______

There is no objection to his prefixing or affixing gazetted holidays or Sunday to leave provided the conditions prescribed by the Local Government in this respect are satisfied.

*N. B.—Leave reported on Medical Certificate may be granted to an officer on his furnishing proper Medical Certificate as prescribed in the subsidiary rules in support of his absence and the fact of the grant of any leave on Medical Certificate or out of India or Ceylon may be distinctly stated in the orders sanctioning the leave.

Forwarded to ______

*2. A copy of the orders sanctioning the leave, may be sent to this office, with an intimation of the actual hour and date on which he is allowed to proceed on leave.

*3. The actual hour and date of his return to duty may also be intimated on his return from leave.

Office of the

______

(Signature)

The ______ 19 . (Designation)

*To be scored out as unnecessary

S. Y. 53.

(See Appendix. 10, Rule 3, Audit Code.)

(To be printed on foolscap folio.)

To be returned in original with reply noted in the right hand column.

OFFICE OF THE	REPLY No——
No——Dated————, the————19 .	*Dated————, the————19* .
To	To
THE CONTROLLER OF MILITARY ACCOUNTS, ————————	THE ————————
SIR,	SIR,
————————————, whose active service in the Civil Department commenced on————————19 , having applied for leave————, I have the honour to request that you will be so good as to furnish me with information on the following points regarding him	The information asked for is furnished below.
1. Date of first commission.	1.
2. Date of arrival in India.	2.
3. The leave rules to which he is subject.	3.
4. The amount of furlough earned by him in the Military Department.	4.
5. The different kinds of leave taken by him including the privilege leave last taken (distinguishing those which should be deducted from the maximum furlough admissible).	5
6. The balance of furlough due to him under the Military Rules.	6.
7. The amount of leave pay to which he is entitled under Articles 358 and 364 of the Army Regulations, India.	7.
8. The date from which he will commence his ———— year of service and the date up to which it will extend.	8.
9. The different rates of salary and allowances drawn by him frm ————19 to———— 19 .	9.
I have the honour to be, SIR, Your most obedient Servant,	
(Signature)	
(Designation)	

S. Y. 54.

(See Appendix 10, Rule 23, Audit Code.)

(To be printed on foolscap folio.)

AMENDED LEAVE SALARY CERTIFICATE.

No. G. A.

In the leave Salary Certificate of ____________________

____________________ No. ________

dated ____________________, kindly read the following :—

Item No. of leave Salary Certificate.	For	Read

To

The High Commissioner for India, India House, Aldwych, London, W. C. 2.

OFFICE OF THE

Dated ________ *the* ________ *19* . } (*Signature*) (*Designation*)

Copy forwarded to ____________________
for information.

(*Signature*)

(*Designation*)

S. Y. 55.

(See Rule 27, Appendix 10, Audit Code)

(To be printed on foolscap quarto.)

To be returned in original with reply noted in the right hand column.

OFFICE OF THE

*Dated*_________ *the*__________ *19* .

*No.*______

To________________________

________ ________

Sir,

To enable me to issue instructions for payment of your allowances on your return from leave, I have the honour to request that you will be so good as to furnish this office with the following document and information:—

(1) Your English Leave Salary Certificate.

(2) The port at, and the date on, which you landed.

(3) The date on which you assumed charge of your duties, and whether in the forenoon or afternoon.

I have the honour to be,

Sir,

Your most obedient Servant,

(Signature)

(Designation)

REPLY.

*Dated*_________ *the* _______ *19* .

____

To

The

____

Sir,

I have the honour to be,

Sir,

Your most obedient Servant,

S. Y. 56.

(See Rule 30, Appendix 10, Audit Code.)

(To be printed on foolscap folio.)

STATEMENT showing the information referred to in para. 30, of the Instructions issued by the Auditor General under Fundamental Rule 74, regarding Military Officers in Civil employ who proceeded on or returned from leave during the month of____________.

Serial No.	Name and Designation of Officer.	Nature and period of leave.	Date of being struck off duty.	Date of embarkation.	Date of landing in India	Date of resuming duty.	REMARKS.

No.______.

Forwarded to the Controller of Military Accounts____________

____

*The*____________*19* .

(*Signature*)

(*Designation*)

S. Y. 57.

(See Appendix 10, Rule 33, Audit Code.)

(To be printed on foolscap folio both sides.)

GAZETTED AUDIT DEPARTMENT.

Average pay calculation Memo.

NAME OF OFFICER.	PERIOD.		Rate of pay.	Amount drawn.	Average.	INITIALS OF	
	From	To				Calculator.	Checker.

NOTE 1.—In calculating average pay for leave salary the average of Sterling Overseas pay should be calculated in sterling and the average of the rupee pay in rupees. The sum of these two averages represents the total [illegible] escribed in [illegible] esenting ave[illegible]

NOTE 2.—See also paragraph 28 in Chapter X of Section 1 of the Manual of Audit Instructions (1926).

S. Y. 56.

(See Rule 30, Appendix 10, Audit Code.)

(To be printed on foolscap folio.)

STATEMENT showing the information referred to in para. 30, of the Instructions issued by the Auditor General under Fundamental Rule 74, regarding Military Officers in Civil employ who proceeded on or returned from leave during the month of_______________.

Serial No.	Name and Designation of Officer.	Nature and period of leave.	Date of being struck off duty.	Date of embarkation.	Date of landing in India.	Date of resuming duty.	REMARKS.

No.________.

Forwarded to the Controller of Military Accounts________________

____

*The*__________________*19* .

(Signature)

(Designation)

S. Y. 61.

(See Arts. 974—976, C. S. R.)

(To be printed on foolscap folio.)

Office of the ______________________________

____

No.

Dated , *the* *19* .

Certificate of service and active service of Mr. ______ of the Covenanted Civil Service and of the amount for which he is eligible :—

Total period of service years months days.

Total period of active service years months days.

Amount of annuity for which eligible £ *s.* *d.*

Computed up to

Under terms of ______________________________

There are no demands on the books of the ______________ against Mr. ______________________________

(Signature)

(Designation)

Submitted to the Secretary to the Government of , with reference to

(Signature)

(Designation)

Dated the *19* .

N. B.—The above certificate having been given on an examination of the Public Accounts up to the latest period found to be practicable on this date, is not to preclude the Government of —— from claiming any amount for which the above named officer may hereafter be found to be justly liable.

S. Y. 58.

(See Art. 343, Account Code.)

(To be printed on foolscap quarto.)

Office of the

No. ——————— , *the* ———————

FROM

THE ———————————————

TO

THE TREASURY OFFICER,

SIR,

I have the honour to inform you that the rate of exchange at which contributions to the Indian Civil Service and Indian Military Service Family Pension Funds and the Indian Military Widows' and Orphans' Funds are recoverable during the month of 19 *is* the rupee.

I have the honour to be,
SIR,
Your most obedient Servant

(Signature)

(Designation)

S. Y. 61.

(See Arts. 974—976, C. S. R.)

(To be printed on foolscap folio.)

Office of the____

____

No.

Dated , *the* *19* .

Certificate of service and active service of Mr.__________ of the Covenanted Civil Service and of the amount for which he is eligible :—

Total period of service years months days.

Total period of active service years months days.

Amount of annuity for which eligible £ *s.* *d.*

Computed up to

Under terms of________________________________

There are no demands on the books of the____________________ against Mr.____________________________

(Signature)

(Designation)

Submitted to the Secretary to the Government of , with reference to

(Signature)

(Designation)

Dated the *19* .

N. B.—The above certificate having been given on an examination of the Public Accounts up to the latest period found to be practicable on the date, is not to preclude the Government of ——from claiming any amount for which the above named officer may hereafter be found to be justly liable.

S. Y. 58.

(See Art. 343, Account Code.)

(To be printed on foolscap quarto.)

Office of the

No. ____________ , *the* ____________

From

The ____________

To

The TREASURY OFFICER,

Sir,

I have the honour to inform you that the rate of exchange at which contributions to the Indian Civil Service and Indian Military Service Family Pension Funds and the Indian Military Widows' and Orphans' Funds are recoverable during the month of 19 is the rupee.

I have the honour to be,
Sir,
Your most obedient Servant,

(Signature)

(Designation)

S. Y. 61.

(See Arts. 974—976, C. S. R.)

(To be printed on foolscap folio.)

Office of the____

____

No.

Dated , *the* *19* .

Certificate of service and active service of Mr.__________ of the Covenanted Civil Service and of the amount for which he is eligible :—

Total period of service years months days.

Total period of active service years months days.

Amount of annuity for which eligible £ *s.* *d.*

Computed up to

Under terms of________________________________

There are no demands on the books of the____________ ________ against Mr.________________________________

(*Signature*)

(*Designation*)

Submitted to the Secretary to the Government of , with reference to

(*Signature*)

(*Designation*)

Dated the *19* .

N. B.—The above certificate having been given on an examination of the Public Accounts up to the latest period found to be practicable on the date, is not to preclude the Government of —— from claiming any amount for which the above named officer may hereafter be found to be justly liable.

S. Y. 62.

(To be printed on open foolscap.)

Register of alterations and additions to permanent establishments in Central Departments by the Local Government and Departments of the Government of India other than Finance, for the year ending ______.

Serial No.	Orders.		Sanctioning authority.	Particulars of Establishment	Present Scale.			Revised Scale.			Increase.	Decrease.	Remarks.
	No.	Date.			No.	Designation	Pay.	No.	Designation.	Pay.			

Note.—This register is intended for facility of check of the return prepared by Local Governments for submission to the Government of India—(Vide G. I., F. D., endorsement No. 1043 E. A., dated the 4th August 1922).

S. Y. 63.

(To be printed on foolscap quarto.)

No. ______

OFFICE OF THE

Dated ______ *the* ______ *19* .

To ______

In reply to your letter No. ______, dated ______, I have the honour to state that you are entitled to ______ days' joining time from ______ to ______ exclusive of Sundays.

	Miles	Days.
Railway . . .		
Road or boat . .		
River . .		
Preparation . . .		
Total .		

Gazetted Officer.

No. ______

OFFICE OF THE

Dated ______ *the* ______ *19* .

To ______

In reply to your letter No ______, dated ______, I have the honour to state that you are entitled to ______ days' joining time from ______ to ______ exclusive of Sundays.

	Miles	Days.
Railway		
Road or boat . . .		
River		
Preparation . . .		
Total		

(Signature)
(Designation)

S. Y. 64.

(To be printed on foolscap.)

Register for watching disposal of leave applications and issue of Leave salary certificates.

Serial No.	Name and designation of applicant.	Date of receipt of application for leave	No. and date of reference, if any	Leave Report		Date of order or notification sanctioning leave.	Date of receipt of sanction in office.	Date of issue of F. R. Form No. 1.	Leave salary certificate.			Date of sailing.	No. and date of submission of sailing report to Local Government	Remarks.
				No.	Date.				No.	Date	How sent to applicant.			

S. Y. 65.

(To be printed on foolscap quarto.)

*No.*______, *dated* __________ *the* _____________ *19* .

FROM

THE __________ __________

____

To

____

____

____

SIR,

With reference to your application for leave from __________________
____

I have the honour to request you to furnish me with the following information and documents before proceeding on leave to enable me to issue the authority for drawing your leave salary, when the grant of the leave has been notified in the Gazette

(1) Name of Treasury from which you intend to draw your leave salary.
(2) Treasury last pay certificate.
(3) Certificate of making over charge.
(4) Rate of subscription to the General Provident Fund during leave, *vide* Rule 8 of the rules regulating the General Provident Fund.

I have the honour to be,
SIR,
Your most obedient servant,

(*Signature*)

(*Designation*)

S. Y. 66.

(To be printed on foolscap folio.)

OFFICE OF THE ______________

FROM	TO
THE ______________	THE DIVISIONAL OFFICER,
______________	______________ DIVISION.

No ______, dated ______ the ______ 19 .

SIR,

With reference to your rent roll / letter No. , dated ,

I have the honour to state that the ______________

of Rs ______ due from / refunded to ______________

has been noted for recovery or refund

was recovered by deduction from / refunded by addition to the salary bill of the Officer paid

from the / this office ______________ treasury

on the ______________

I have the honour to be,

SIR,

Your most obedient servant,

G. (

OFFICE OF THE ______________

FROM	TO
THE ______________	THE DIVISIONAL OFFICER,
______________	______________ DIVISION.

No ______ dated ______ the ______ 19 .

SIR,

With reference to your rent roll / letter No. ______, dated ______,

I have the honour to state that the ______________

of Rs ______ due from / refunded to ______________

____

has been noted for recovery or refund

was recovered by deduction from / refunded by addition to the salary bill of the Officer paid

from the / this office ______________ treasury

on the ______________

I have the honour to be,

SIR,

Your most obedient servant,

(Signature) ______________

S. Y. 67.

(To be printed on foolscap folio)

No ____, *dated* ____ *the* ____ 19 .

To

THE DIVISIONAL OFFICER,

DIVISION.

______ is entitled to draw salary at the rate of Rs ____ from the ____ to the ____ and at Rs. ____ from the ____ to the ____.

Please intimate in the next rent roll submitted to this Office the amount, if any, to be $\frac{\text{recovered from}}{\text{refunded to}}$ him on account of $\frac{\text{arrears}}{\text{excess recovery}}$ of house rent due $\frac{\text{from}}{\text{to}}$ him for the above period.

G. O.

____

*No.*____

Copy forwarded to ____ for information.

G. O.

Office of the ____

No ____, *dated* ____ *the* ____ 19

To

THE DIVISIONAL OFFICER,

____ DIVISION.

is entitled to draw salary at the rate of Rs ____ from the ____ to the ____ and at Rs ____ from the ____ to the ____

Please intimate in the next rent roll submitted to this Office the amount, if any, to be $\frac{\text{recovered from}}{\text{refunded to}}$ him on account of $\frac{\text{arrears}}{\text{excess recovery}}$ of house rent due $\frac{\text{from}}{\text{to}}$ him for the above period

(Signature) ____

(Designation) ____

Office of the ____

No ____, *dated* ____ *the* ____ 19 .

To

THE DIVISIONAL OFFICER

DIVISION.

______ is entitled to draw salary at the rate of Rs. ____ from the ____ to the ____ and at Rs ____ from the ____ to the ____.

Please intimate in the next rent roll submitted to this Office the amount, if any, to be $\frac{\text{recovered from}}{\text{refunded to}}$ him on account of $\frac{\text{arrears}}{\text{excess recovery}}$ of house rent due $\frac{\text{from}}{\text{to}}$ him for the above period.

(Sd.) ____

(Designation) ____

*No.*____

Copy forwarded to ____ ____ for information.

(Signature) ____

(Desigation) ____

S. Y. 68.

(To be printed on foolscap folio.)

No.——, *dated*——*the*——19 .

To

————————

————————

Through the Divisional Officer,

———————— Division

At the instance of the Divisional Officer, ———————— Division, I have the honour to authorise you to draw on a simple receipt / by short deduction of rent from your next salary bill a sum of Rs ————, being house rent excess recovered from the ———— to the ———— quoting this letter as authority.

G. O.

No.——

Copy forwarded to the Treasury Officer ———— for information and necessary action.

The refund when made should be communicated to the Divisional Officer, ———— Division.

G. O.

OFFICE OF THE

No.——, *dated* ——*the*——19 .

To

The ————————

————————

Through the Divisional Officer,

———————— Division.

Sir,

At the instance of the Divisional Officer ———— Division, I have the honour to authorise you to draw on a simple receipt / by short deduction of rent from your next salary bill a sum of Rs.————, being house rent excess recovered from the ———— to the ———— quoting this letter as authority.

I have the honour to be,

Sir,

Your most obedient servant,

(*Signature*) ————

(*Designation*) ————

OFFICE OF THE ————

No.——, *dated*——*the*——19 .

To

The ————————

————————

Through the Divisional Officer

———————— Division.

Sir,

At the instance of the Divisional Officer, ———————— Division, I have the honour to authorise you to draw on a simple receipt / by short deduction of rent from your next salary bill a sum of Rs. ————, being house rent excess recovered from the ———— to the ———— quoting this letter as authority.

(*Sd.*)————

(*Designation*)————

No.——

Copy forwarded to the Treasury Officer, ————, for information and necessary action.

The refund when made should be communicated to the Divisional Officer, ———— Division.

(*Signature*)————

(*Designation*)————

S. Y.

(See Art. 480, Rule 3,

To be printed on

Transit register of bills sent to ____________

Date.	Token No. / Serial No of Bills.	Initials of receiving auditor.	Initials of the cashier or his asstt cheque writer in token of getting back the audited bills.	Date	Token No. / Serial No of Bills.	Initials of receiving auditor	Initials of the cashier or his assistant cheque writer in token of getting back the audited bills.

79.

Audit Code.)

open foolscap.)

section for Pre-Audit during ____________ 19 .

Date	Token No / Serial No. of Bills.	Initials of receiving auditor.	Initials of the cashier or his asstt. cheque writer in taken of getting back the audited bills	Date	Token No. / Serial No of Bills.	Initials of receiving auditor	Initials of the cashier or his assistant cheque writer in token of getting back the audited bills.

S. Y. 68.

(To be printed on foolscap folio.)

No.——, dated——the——19

To

——————

——————

Through the Divisional Officer,

——————Division

At the instance of the Divisional Officer ——————Division, I have the honour to authorise you to draw on a simple receipt / by short deduction of rent from your next salary bill a sum of Rs.——, being house rent excess recovered from the —— to the —— quoting this letter as authority.

G. O.

No.——

Copy forwarded to the Treasury Officer —— for information and necessary action.

The refund when made should be communicated to the Divisional Officer, —— Division.

G. O.

OFFICE OF THE ——

No.——, dated——the——19

To

The——————

——————

Through the Divisional Officer,

——————Division

Sir,

At the instance of the Divisional Officer. ——————Division, I have the honour to authorise you to draw—— on a simple receipt / by short deduction of rent from your next salary bill a sum of Rs.——, being house rent excess recovered from the —— to the —— —— quoting this letter as authority.

I have the honour to be,

Sir,

Your most obedient servant,

(*Signature*)——

(*Designation*)——

OFFICE OF THE ——

No.——, dated——the——19 .

To

The ——————

——————

Through the Divisional Officer

——————Division.

Sir,

At the instance of the Divisional Officer, ——————Division, I have the honour to authorise you to draw—on a simple receipt / by short deduction of rent from your next salary bill a sum of Rs. ——, being house rent excess recovered from the—— to the —— quoting this letter as authority.

(*Sd.*)——

(*Designation*)——

No ——

Copy forwarded to the Treasury Officer, ——, for information and necessary action.

The refund when made should be communicated to the Divisional Officer, —— Division.

(*Signature*) ——

(*Designation*) ——

S. Y.

(See Art. 480, Rule 3,

(To be printed on

Transit register of bills sent to ____________

ate.	Token No. / Serial No. of Bills.	Initials of receiving auditor.	Initials of the cashier or his asstt cheque writer in token of getting back the audited bills	Date.	Token No. / Serial No of Bills.	Initials of receiving auditor.	Initials of the cashier or his assistant cheque writer in token of getting back the audited bills.

79.

Audit Code.)

open foolscap.)

section for Pre-Audit during ____________19 .

Date.	Token No. / Serial No. of Bills.	Initials of receiving auditor.	Initials of the cashier or his asstt cheque writer in taken of getting back the audited bills	Date	Token No. / Serial No. of Bills.	Initials of receiving auditor	Initials of the cashier or his assistant cheque writer in token of getting back the audited bills.

S. Y. 80.

(Art. 481, Rule 1, Audit Code.)

(To be printed on foolscap octavo)

Memo. of sums included in cheque No... ....dated............19......

drawn by the.. ......in favour of...........

	Particulars	Rs.	A.	P.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

S. Y. 82.

(See Art. 485, Audit Code.)

(To be printed on foolscap folio.)

OFFICE OF THE ACCOUNTANT GENERAL, ________

PRESIDENCY PAY DEPARTMENT.

Cash balance in the Presidency Pay Department on the evening of the ____ day of ____ 19 .

	Amount	Rs.	A.
Government Currency Notes—			
________ @ R 100 each . R			
________ @ R 50 ,, ,,			
________ @ R 10 ,, . ,,			
________ @ R 5 ,, . ,,			
________ @ R 2½ ,, . ,,			
________ @ R 1 ,, . ,,			
Sovereigns . . . . ,,			
Half-sovereigns . . . . . ,,			
Whole Rupees . . . . . ,,			
Half ,, . . . ,,			
Quarter ,, . . ,,			
Eighth ,, ... ,,			
One Anna . . ,,			
Half Anna . ,,			
Quarter Anna . ,,			
Pie Pieces . . . ,,			
Stamps . . . . . ,,			
	TOTAL R .		
Cheque in hand . . . . . R			
GRAND TOTAL R			

Correct.
Cashier

The ________ 19

A. A. G.

S. Y. 83

(See Art. 486, Audit Code.)

(To be printed on fool cap quarto)

MEMO. OF UNDELIVERED CHEQUES.

Date ___ __ ______

Balance of previous day . . . .

Number of cheques signed to-day (as per cheque book) .

TOTAL .

Number of cheques delivered to-day (as per Register of cheques delivered).

Balance in hand to be deposited in safe . . . .

TOTAL .

Superintendent.

Cheques received.

Gazetted officer.

S. Y. 85.

(See Art. 475, Audit Code.)

(To be printed on foolscap quarto.)

Office of the ____________________

No. __________

To

____

____

____

Dated __________ *the* __________ *19* .

SIR,

I have the honour to enclose cheque No. ______, dated ______ 19 ,

on the Imperial Bank of India, ______, for Rs ——— for credit to the account of ——— / in payment of your ———

____

for Rs. __________ received on the __________.

Please obtain and furnish the payee's receipt duly stamped.
Please furnish a stamped receipt.

I have the honour to be,

SIR,

Your most obedient Servant,

(*Signature*.)
(*Designation*.)



Reference No. __________ 19 .

Received by cheque No ______, dated ______, 19 , the sum of Rs (——)

____

from the ____________________

in payment of my bill No ______, dated __________ 19 . on

account of ____________________

(*Signature*.)

(*Designation*.)

N. B.—Failure to send the receipt by return post will render the payee liable to forfeit the privilege of having his cheques sent by post.

S. Y. 86.

(See Art. 22, Civil Account Code.)

(To be printed on foolscap quarto.)

OFFICE OF THE ____________________

No. ________ *dated* ________ *the* ________ *19*

FROM

THE ____________________

____

TO

THE ____________________

____

Please note that a new cheque book No. ________ containing ________ cheques from No. ________ to No. ________ has been brought into use for operation on the ____________________ from to-day, the ________ ________ 19 .

(Signature.) ____________________

(Designation.) ____________________

S. Y. 87.

(To be printed on foolscap folio both sides.)

RETURN MEMO.

Token No.

To be returned in original with reply noted in the right-hand column.

Office of the No. , dated , the 19 . No of enclosures (in words)—	*Reply No.* Dated the 19 .
To the	To the

Your bill of for Rs is returned herewith for the reason stated in No. below with the request that you will kindly remedy the defects pointed out before resubmission and instruct your office to avoid similar errors or omissions in future.

Signature ________________

Designation ________________

General

1. Not drawn in proper printed form.
2. Not properly filled up the being blank/wrong.
3. Contains erasure. A fresh bill is required under Art. 13 (d), C. A. Code.
4. Contains unattested alterations at the places marked A in red ink.
5. The net amount of the bill in figures does not agree / should be Rs. with that written in words and not Rs .
6. Not signed by the drawing Officer.

Establishment

7. Not supported by a certificate of disbursement of amount drawn on previous bills.
8. The nature of vacancy in which has been appointed should be stated
9. Not supported by an absentee statement
10. For want of a certificate that all fees and other receipts of all kinds belonging to Government have been duly paid into the Government Treasury.
11. A certificate is required that the officers for whom grain allowance has been claimed are whole-time Government servants, that they were not on leave or under suspension and that their emolument did not exceed Rs. each per mensem during the period of claim.
12. A certificate is required that all officers in inferior service, Head-Constables and Constables, for whom increments have been claimed in the bill, have rendered the required period of approved service entitling them to the increased pay drawn in the bill.

S. Y. 86.

(See Art. 22, Civil Account Code.)

(To be printed on foolscap quarto.)

OFFICE OF THE ______________________________

*No.*__________ *dated*__________ *the*__________ *19*

FROM

THE ____________________

____

TO

THE ____________________

____

Please note that a new cheque book No.__________ containing ______ cheques from No. __________ to No.__________ has been brought into u for operation on the ______________________________ from to-day, the ______________ 19 .

(Signature.) ____________________

(Designation.) ____________________

S. Y. 87.

(To be printed on foolscap folio both sides.)

RETURN MEMO.

Token No.

To be returned in original with reply noted in the right-hand column.

Office of the No. , dated , the 19 . No. of enclosures (in words)—	Reply No. Dated the 19 .
To the	To the

Your bill of for Rs
is returned herewith for the reason stated in No. below with the request that you will kindly remedy the defects pointed out before resubmission and instruct your office to avoid similar errors or omissions in future.

Signature ______________

Designation ______________

General.

1. Not drawn in proper printed form.
2. Not properly filled up the being blank / wrong.
3. Contains erasure. A fresh bill is required under Art. 13 (d), C. A. Code
4. Contains unattested alterations at the places marked A in red ink.
5. The net amount of the bill in figures does not agree / should be Rs. with that written in words / and not Rs.
6. Not signed by the drawing Officer.

Establishment.

7. Not supported by a certificate of disbursement of amount drawn on previous bills.
8. The nature of vacancy in which has been appointed should be stated.
9. Not supported by an absentee statement.
10. For want of a certificate that all fees and other receipts of all kinds belonging to Government have been duly paid into the Government Treasury.
11. A certificate is required that the officers for whom grain allowance has been claimed are whole-time Government servants, that they were not on leave ... [illegible]

12. [illegible]

Accountant General's Remarks—*Continued.*	Officer's Reply—*Continued.*
Establishment—*Contd.*	
13. [illegible] enhanced pay drawn in the bill.	
Contingencies.	
14. A certificate is required that charges on account of electric current consumed in the residence or residential quarters of officers have been paid for separately by the residents concerned and that no portion of such charges beyond what has been specially allowed by Government has been charged.	
15. A certificate is required that the telegram was sent on State service and that cash payment was unavoidable.	
16. A certificate is required that no portion of the building for which municipal taxes have been charged is occupied as residential quarters.	
17 A certificate is required that the conveyance [illegible] should be furnished.	
Travelling.	
19. The hour of arrival at, and departure from, halting place should be shown in the bill.	
20. The number of miles travelled by on each day, viz., should be given separately.	
21. A cer[illegible] ed	
22. Por[illegible]	
23. Information wanted as to whether the officer appeared to give evidence in his public capacity.	
24 Headquarters not stated [illegible]	
[illegible]	
2[illegible] family accompanying the officer are actually residing with and wholly dependent upon the officer.	

No. 180.

Page 69, Form No S. Y. 88—

For the reference " (See Art 57, Account Code) " at the top of the form, *substitute* " (See Art. 115, Account Code, Vol. IV) ".

[Book of Account Forms, 1st Edn (Rep), No 180, dated the 2nd June 1941]

Month of Account.	Original.			In adjustment of original credits.			Original.			In adjustment of original debits.			REMARKS.
	Rs.	a.	p.	Rs.	a.	p	Rs.	a.	p.	Rs.	a.	p.	
Opening Balance .													
April 19 .													
May " .													
June " .													
July "													
August " .													
September " .													
October " .													
November " .													
December " .													
January 19 .													
February " .													
March " .													
March Final .													
March Supplementary.													
Total .													
Total Debits .													
Closing Balance .													
Grand Total .													

S. Y. 89.

(See Art. 6~~3, Rule 1 and Art. 105, Account Code~~.)

(To be printed on foolscap folio.)

List of schedules of receipts on account of $\frac{\textit{Northern India Salt Department}}{\textit{Bombay Salt Department}}$ *for the month of 19 .*

Name of Treasury.	No. of schedule.	Amount of each schedule.	Total receipts at each treasury.	

No.

Forwarded to the
Office of the
Dated__________
____

(Signature.)

(Designation.)

S. Y. 89-A.

(To be printed on both sides of open foolscap.)

...ccount of buildin

No. 182.

Page 71, Form No. S. Y. 89-A—

For the Major Heads Nos. " 56 I (*a*) and 56 I (*b*) " in the headings of main columns 5 and 6 *substitute* " 69-A and 69-B " respectively.

For heading of the main column 7, *substitute* " XIX—P and T.—Deduct Working expenses ".

[Book of Account Forms, 1st Edn. (Rep), No. 182, dated the 2nd June 1941]

Pet
orig
wor

S. Y. 90.

(See Arts. ~~66 and 204, Account Co~~

(To be printed on foolscap folio)

(*Obverse*).

OFFICE OF____________________

No.

Dated *the*

FROM

THE

To

THE

SIR,

I have the honour to state that I propose to $\frac{\text{debit}}{\text{credit}}$ the amount detail on the reverse (for which _____vouchers are attached) to the______

in my accounts for March 19 $\frac{\text{Final}}{\text{Supplementary}}$ and to request that you w be so good as to respond to the $\frac{\text{debit}}{\text{credit}}$ in your accounts for__________

I have the honour to be,

SIR,

Your most obedient Servant,

(*Signature*

(*Designation*)

(*Reverse*.

Details of amounts debited and credited in the Civil Accounts for March 19

$\frac{\text{Final}}{\text{Supplementary}}$.

No of Voucher	Brief particulars.	$\frac{\text{Debits.}}{\text{Credits.}}$

S. Y. 51.

(See Art. 71, Account Code.)

(To be printed on foolscap folio.)

Province of ____________

Exchange Account between ________ *and* ____________

For the month of ____________ *19* .

Side.	Receipts		Outgoings.	
Opening balance, reckoning from April 1st .				
I.—Remittances to ________ from *vide* schedule . . . . . }				
I .—Remittances to ________ from *vide* schedule . . }				
III.—Items adjustable by *vide* schedule . . . . . }				
IV.—Items adjustable by *vide* schedule . . . }				
TOTAL Rs. .				
Balance carried forward to next account .				
GRAND TOTAL				

No ________

Forwarded to the

with ________ schedules ______ vouchers and ______ sub-vouchers.

Office of the } (*Signature*)

dated ____________ 19 . } (*Designation*)

No. 180.

[illegible] Form No. S. 1. 92

[illegible] reference "(See Art. 72, Account Code)" at the top of the form, [illegible] "(See Art. [illegible] Account Code, Vol. IV)".

[illegible] Account Forms 1st Edn (Reps). No. 180, dated the 2nd June 1941.]

Dated , the 19 ,

CERTIFIED that the following is a portion of the charges paid by the upon Voucher No. on 19 , on account of

No.	Particulars.	Amount.		
		Rs	A	P
	Total			

Signature.

Designation.

No. 187.

Page 75, Form No S. Y. 93—

For the reference " (See Art. 75, Account Code) " at the top of the *substitute* " (See Art 136, Account Code, Vol IV) "

[Book of Account Forms, 1st Edn. (Rep.), No 187, dated the 2nd June 1941.]

FFICE OF THE

_______ , *dated* ____________ *19* .

No. ____

The ______________________________

____

____

IR,

With a view to reconcile adjustments in the Exchange Accounts under Head__________________________," I have the honour to request that he last two columns in the statement at foot may be filled in and this paper eturned to this office as early as possible.

I have the honour to be

Sir,

Your most obedient servant,

(*Signature*)

(*Designation*)

____________ side.					________ side		
Month of Account and date.	Particulars.	Amount of credit or debit			Reference to corresponding debit or credit.		Remarks
					Month	Item No.	
		Rs.	A.	P.			

No

Returned to the

Dated ________ *19* .

(*Signature*)

S. Y. 93-A.

GOVERNMENT OF INDIA.

DEPARTMENT.

EXPRESS LETTER.

(*N. B.*—This is an ORIGINAL MESSAGE sent by post to save telegraphic expense and undue use of the wires, but intended to be treated, on receipt, with the same expedition as if it had been telegraphed. To save time and formalities it is worded and signed as if it had been so despatched.)

From

The

To

The

No. , dated 19 .

The result of an analysis of the *Progress Register of Exchange* Accounts up to 19 maintained in this office after taking into account the account as noted in the margin on both sides and including the balances of the last year is noted below. Kindly verify.

*1st side up to
2nd side up to

Outstanding balance.

Head I Credit/Debit
Head II Credit/Debit
Head III Credit/Debit
Head IV Credit/Debit

As regards balances under heads and , a detail [illegible] on the part of your office [illegible] wards their settlement in [illegible] required on the part [illegible] under Heads.

Signature
Designation

(overleaf)

Details of outstandings up to 19 in the Exchange Account between and under Head

Items adjustable by

Month.	Item No in the Exchange Account.	Particulars of the item.	Amount.	Action required.
			Rs. A. P.	

S. Y. 93-B.

(To be returned in original, with reply noted in the right hand column within a week.)

Office of the	Reply No.
No. , dated the 19 .	Dated the 19 .
Enclosures	
To	To
The	The
Memo.	Memo.
Please state the month's exchange account in which the debits/credits on account of the amounts noted below has/have been or will be raised against/afforded to this office.	
Signature	Signature
Designation	Designation

S. Y. 94.

(See Art. 76, Account Code.)

(To be printed on foolscap folio.)

(OBVERSE.)

Detailed Statement showing Plus and Minus Entries of Transfer Adjustments made in the Progress Register under the following Credits./Debits. *heads during the month of*——19 .

Month of Account.	Name of Treasury.	Particulars.	Head under which the item was previously shown in error.	Amount.			Total.			Head to which the item is now transferred.	Remarks. (Reference to correspondence, etc.)
				Rs.	a.	p.	Rs.	a.	p.		
											No. dated——19 . Forwarded to the with reference to Article 76, Account Code. (*Signature*) (*Designation*)

(REVERSE.)

Abstract showing the net result of the entries on the reverse under each head of Account.

Heads of Account.	Net Result.			
	Plus.		Minus.	
I. Remittances to from				
II. Ditto to from				
III. Items adjustable by				
IV. Ditto by				
Total Rs.				

S. Y. 94.

(See Art. 76, Account Code.)

(To be printed on foolscap folio.)

(OBVERSE.)

Detailed Statement showing Plus and Minus Entries of Transfer Adjustments made in the Progress Register under the following Credits./Debits. *heads during the month of* ______ *19* .

Month of Account.	Name of Treasury.	Particulars.	Head under which the item was previously shown in error.	Amount.			Total.			Head to which the item is now transferred.	Remarks. (Reference to correspondence, etc.)
				Rs.	a.	p.	Rs.	a.	p.		
											No. dated ______ ______ 19 . Forwarded to the with reference to Article 76, Account Code. (*Signature*) (*Designation*)

(REVERSE.)

Abstract showing the net result of the entries on the reverse under each head of Account.

Heads of Account.	Net Result.	
	Plus.	Minus.
I. Remittances to from		
II. Ditto to from		
III. Items adjustable by		
IV. Ditto by		
Total Rs.		

S. Y. 95.

(See Art. 81, Account Code.)

(To be printed on foolscap breadthwise.)

Transit Book of vouchers made over for audit by the Account Current Section to other Sections.

Date on which made over.	Name and period of Account.	Particulars of vouchers.		Sections to which made over.	Initials with date of the clerk receiving the vouchers.	Date of return to Account Current Section.	Initials with date of the clerk receiving the vouchers after audit.	Remarks.
		Description.	Amount.					

S. Y.

(See Article 88,

(To be printed

Objection Book of Exchange Account

for the month of

Period of Account.	Serial o. of item.	NATURE OF ITEM.	DEBITS.		CREDITS.	
			Accepted but awaiting clearance.	Rejected.	Accepted but awaiting clearance.	Rejected.
Total of month's objections						
Balance from last month . .						
TOTAL						
Deduct amount adjusted in 19 as in separate register .						
Add or Deduct adjustments in March Final . . .						
Balance carried forward						

96.

Account Code.)

on Demy.)

*between*________________*and*______________

________________ *19* .

NATURE OF OBJECTION.	SUBSEQUENT REMINDERS, ETC.	MODE OF ADJUSTMENT.			
		MONTH IN WHICH ADMITTED IF FINALLY PASSED.		IF DISALLOWED, THE MONTH'S EXCHANGE ACCOUNT IN WHICH THE ITEM IS CREDITED OR DEBITED.	
		Month.	Amount of each portion admitted.	Month.	Amount.

Examiner. *Supdt.* *G.O.*

a

(REVERSE.)

MEMORANDUM No

Forwarded to the ______ for informati

with reference to his Objection Statement on this Office Exch

for the month of ______ 19 , and in continuat

No. ______, dated ______ 19 .

OFFICE OF THE

______, *the* ______ *19* .

S. Y. 99.

(To be printed on fool cap breadthwise)

Statement of contributions towards ordinary pensions and lea account of officers lent to the ______ for the quarter ending ______

Name of Officers.	Rank or appointment in British Service.	Pay			Period of Foreign Service.		Contribution recoverable.					
					From	To	Rate per month.			Amount.		
		Rs	*a.*	*p.*			*Rs.*	*a.*	*p.*	*Rs.*	*a.*	*p.*
						Total						

No.

OFFICE OF THE

, the 19 .

Forwarded to the

(Signature)

(Designation)

Page 85, Form No. S. Y. 100—

For the reference " (See Art. 120, Account Code) " at the top of the form, *substitute* " (See Arts. 158 and 159, Account Code, Vol. IV.) ".

(*ii*) In line 2 of the Memo. *for* " Military Department " *substitute* " Defence Department."

[Book of Account Forms, 1st Edn. (Rep.), No. 194, dated the 2nd June 1941.]

OFFICE OF THE ____________

To

THE SUPERINTENDENTS OF SECTIONS.

Please certify below whether all schedules and slips relating to debits and credits to the ~~Military~~ Department for the month of ________ 19 have been made over to the Account Current Section for inclusion in the ________ list to be despatched on the ________ 19

The ____ ____ 19 . Superintendent, Account Current Section.

Section.	Accounts.	Remarks by Auditor.	Initials of Superintendents.

S. Y. 101.

OFFICE OF THE ACCOUNTANT GENERAL.

Exchange Account.

FOR THE

month of ________ *19* .

No. ________ .

Dated ________, *the* ________ *19* .

Forwarded to the ________

________ Railway

________ with ________

schedules and ________ vouchers attached.

(*Signature*)

(*Designation*)

(REVERSE.)
MEMORANDUM No

Forwarded to the ______________________ for infor

with reference to his *Objection Statement on this Office Exchange A*

for the month of ________ 19 , and in continuation of Memor

No. ______, dated ________ 19 .

OFFICE OF THE } *(Signature)*

________, *the* ________ *19* . } *(Designation)*

No. 193.

ge 84, Form No. S. Y. 99—

For the "leave allowances" and "officers" occurring in the heading of the rm, *substitute* "leave salaries" and "Government servants" respectively.

(*ii*) *For* "Officers" in the heading of the first column *substitute* "Government servants."

(*iii*) For the term "British Service" occurring in the heading of column 2, bstitute "Government service."

[Book of Account Forms, 1st Edn. (Rep.), No. 193, dated the 2nd June 1941.]

	Rs	a.	p.		Rs.	a	p.	Rs.	a.	p.
				Total						

No. Forwarded to the

OFFICE OF THE

, the 19 . } *(Signature)*

(Designation)

S. Y.

(See Art. 133,

(To be printed on

Exchange Account between ____________

____________ *Railway*

Dr.

Schedule. Capital Branch.	Schedule. Revenue Branch.	Heads.	Capital Branch.	Revenue Branch.	Total.
		I.—REMITTANCES TO CIVIL FROM RAILWAYS.			
		Payments into treasuries by Railway Officers.			
		II.—REMITTANCES TO RAILWAYS FROM CIVIL.			
		Cheques of Railway Officers			
		III.—ITEMS ADJUSTABLE BY CIVIL DEPARTMENT.			
		Inter-Departmental credits by Railways.			
		Receipts on account of service and other Funds.			
		Public Works Items separately listed.			
		Miscellaneous . . .			
		TOTAL III			
		IV.—ITEMS ADJUSTABLE BY RAILWAYS.			
		Payments into treasuries by Civil Officers on account of Railways.			
		Inter-Departmental charges to Railways.			
		Miscellaneous . . .			
		Payments for lands taken up for Railway purposes.			
		Public Works items separately listed			
		Miscellaneous . . .			
		TOTAL IV			
		TOTAL DEBITS			
		Balance from last account			
		Balance carried over			
		GRAND TOTAL			

01.

ccount Code)

pen foolscap)

——————and the——————

or the month of——————*19* .

Cr.

Schedule		Heads.	Capital Branch.	Revenue Branch	Total.
Capital Branch.	Revenue Branch.				
		I.—REMITTANCES TO CIVIL FROM RAILWAY .			
		Payment into treasuries by Railway Officers			
		II.—REMITTANCES TO RAILWAYS FROM CIVIL.			
		Cheques of Railway Officers			
		III.—ITEMS ADJUSTABLE BY CIVIL DEPARTMENT.			
		Inter-Departmental charges by Railways.			
		Expenditure in Railway Department to be charged upon Civil Accounts.			
		Railways chargeable to loan upon the Civil books.			
		Public Works items separately listed.			
		Miscellaneous . . .			
		TOTAL III .			
		IV.—ITEMS ADJUSTABLE BY RAILWAYS.			
		Payments into treasuries by Civil Officers on account of Railways.			
		Sale-proceeds of Railway class C lands.			
		Recoveries of Railway advances			
		Miscellaneous . .			
		Payments for land taken up for Railway purposes.			
		Public Works items separately listed.			
		Miscellaneous . . .			
		TOTAL IV			
		TOTAL CREDITS			
		Balance from last account			
		Balance carried over			
		GRAND TOTAL			

S. Y. 102.

(See Art. 154, Account Code.)

No. 195.

Form No. S. Y. 102—

e this form.

k of Account Forms, 1st Edn. (Rep). No. 195, dated the 2nd June 1941.] ______ of the Account with the

Secretary of State / High Commissioner for ______ 19 .
Adjustable in England.
Adjustable in India.

Item No.	Particulars.	Received or paid in India in Indian Currency.	Net amount credited or debited in the Account Current in British Currency.	Rate of Exchange.
		Rs. a. p.	£ s. d.	
	Total			
	Exchange debited (—) or credited (+).			
	Net amount credited or debited in the account current in Indian Currency.			

Forwarded to the Auditor General, New Delhi.

Signature

Designation

______

The______ 19 .

No. 196.

Page, 89, Form No. S. Y. 104—

For the reference " (See Art 180, Account Code) " at the top of the forr *substitute* " (See Art 211, Account Code, Vol IV) ."

[Book of Account Forms, 1st Edn. (Rep.), No 196, dated the 2nd June 1941.]

Extract from invoice of store for per S.S.

which sailed from England on the 19 .

India Store Department invoice No. , dated 19 .

				£	s	d.	£	s.	d.

No.

Forwarded to the

Office of the ____________

____

____ ______ __ *19* .

(*Signature*)

(*Designation*)

S. Y. 102.

(See Art. 164, Account Code.)

No. 195.

88, Form No. S. Y. 102—

Delete this form.

[Book of Account Forms, 1st Edn. (Rep.), No. 195, dated the 2nd June 1941.]

——— of the Account with

Secretary of State / High Commissioner for ——— 19 .
Adjustable in England. / Adjustable in India.

Item No.	Particulars.	Received or paid in India in Indian Currency	Net amount credited or debited in the Account Current in British Currency.	Rate of Exchange
		Rs. a. p.	£ s. d.	
	Total .			
	Exchange debited (—) or credited (+).			
	Net amount credited or debited in the account current in Indian Currency.			

Forwarded to the Auditor General, New Delhi.

Signature

Designation

The——— 19 .

No. 196.

Page, 89, Form No. S. Y. 104—

For the reference " (See Art 180, Account Code) " at the top of the form, *substitute* " (See Art 211, Account Code, Vol. IV) "

[Book of Account Forms, 1st Edn. (Rep.), No. 196, dated the 2nd June 1941.]

Extract from invoice of store for per S.S.

which sailed from England on the 19 .

India Store Department invoice No. , dated 19 .

				£	s	d.	£	s.	d.

No.

Forwarded to the

Office of the

19 .

(*Signature*)

(*Designation*)

No. 197.

Page 90, Form No. S. Y. 105—

Delete this form

[Book of Account Forms, 1st Edn. (Rep), No 197, dated the 2nd June 1941.]

Name of vessel.	Invoice.		Nature of Stores.	Value of Stores.			Freight paid in England.			Total.	Initials of Superintendent.	Despatch of invoice.	
	No.	Date.		£	s.	d.	£	s.	d			No.	Date.

Annual abstract statement forwarded with letter No. , dated
No. and date of acknowledgment of above,

Page 91, Form No. S. Y. 106—

For the term "Account Current" occurring in the headings of columns and 2, *substitute* "Exchange Accoount."

[Book of Account Forms, 1st Edn. (Rep), No. 198, dated the 2nd June 1941.]

Statement of Debits and Credits in the Exchange [illegible] "Deposits and Advances" during ________ 19 .

Name of Account Current.	Month of Account Current.	Particulars.	District.	Amount.	
				Debits.	Credits.

Office of the ________
____
Dated ________ *19* .

Accountant,
A. C. Section.

S. Y. 107.

(To be printed on foolscap.)

Register of Bills drawn by the Emigration Agent for on the London.

Emg. Agent's letter.		Nature of drawing.	Particulars of the Bill.					
No.	Date.		No.	Date.	Usance.	Amount.		
						£	s.	d.

Nature of application.	Order of Payment.					Disposal of the Bill.			Initials of the Passing Officer.		The month in which the item has been charged in London account and the initials of the adjuster.
	Letter to Bank.		Amount.								
	No.	Date.				No.	Date.	To whom sent.	Acctt.	G. O.	
			Rs.	a.	p.						

S. Y. 108.

(To be printed on *foolscap*)

Extract from Objection Statement on this office outward Exchange Account with ____________ for ____________ 19 .

Serial No. of Item as given in the Objection Statement	Nature of item.	Debits.		Credits.		Nature of error or objection	Explanation or report of action taken (should be furnished within three days).
		Awaiting clearence	Rejected	Awaiting clearance.	Rejected.		

S. Y.

Broad Sheet of Foreign $\frac{\text{R. T. Receipts}}{\text{Supply Bills}}$

Issuing Province	Year of Issue.	Balance on 1st April.	Issues. April.	May	June.	July	August	Sept	October.	Nov.	Dec.	January.	February.	March	Mar Fl	Total Issues.	Grand Total
India.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total																
Madras.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total																
Bombay.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Bengal.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
United Provinces.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Punjab.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total																
Burma.	19 -19																
	19 -19																
	19 -'9																
	19 -19																
	Total																
Bihar and Orissa.	'9 -19																
	19 -19																
	9 -19																
	19 -19																
	Total .																
Central Provinces	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
N. W. F. Province.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Assam.	19 -19																
	19 -19																
	19 -1J																
	19 -19																
	Total .																
Total																	

To continue below.

108-B.

or the year 19 -19 .

Issuing Province	Year of Issue.	Payments.														Lapsed & credited to Govt.	Balance on 31st March.	Grand Total.
		April.	May.	June.	July	August.	Sept.	October.	Nov.	Dec	January	February	March.	Mar. Finl.	Total payments.			
India.	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
Madras.	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
Bombay.	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
Bengal.	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
United Provinces.	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total																	
Punjab.	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
Burma	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
Bihar and Orissa	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
Central Provinces	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
Assam.	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
Total																		

To continue below.

K

S. Y.

Broad Sheet of Foreign $\frac{\text{R. T. Receipt}}{\text{Supply Bills}}$

Issuing Province	Year of Issue.	Balance on 1st April.	Issues														Grand Total
			April.	May	June.	July	August	Sept	October.	Nov.	Dec.	January	February.	March	Mar Fi	Total Issues.	
India.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Madras.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Bombay.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Bengal.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
United Provinces.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Punjab.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total																
Burma.	19 -19																
	19 -19																
	19 - 9																
	19 -19																
	Total																
Bihar and Orissa.	19 -19																
	19 -19																
	9 -19																
	19 -19																
	Total .																
Central Provinces	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
N. W. F. Province.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Assam.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Total																	

To continue below.

108-B.

or the year 19 -19 .

Issuing Province	Year of Issue	Payments. April.	May.	June	July	August.	Sept.	October.	Nov.	Dec	January	February	March	Mar. Finl.	Total payments.	Lapsed & credited to Govt.	Balance on 31st March.	Grand Total.
India.	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
Madras.	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
Bombay.	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
Bengal.	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
United Provinces.	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total																	
Punjab.	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
Burma.	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
Bihar and Orissa	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
Central Provinces	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
Assam.	19 -19																	
	19 -19																	
	19 -19																	
	19 -19																	
	Total .																	
Total																		

To continue below.

No. 201.

Pages 96-99, Form No. S. Y. 108-B.—

Delete this form.

[Book of Account Forms, 1st Edn. (Rep.), No. 201 dated the 2nd June 1941.]

Issuing Province.	Year of Issue.	Balance on 1st April	Issues.														Grand Total.
			April.	May.	June	July.	August.	Sept.	October.	Nov.	Dec.	January.	February.	March.	Mar. Final.	Total Issues.	
Detail Book figures.																	
India .	Exchange Accounts *Transfers.*																
Madras.	Exchange Accounts Transfers																
Bombay.	Exchange Accounts Transfers																
Bengal.	Exchange Accounts Transfers																
United Provinces.	Exchange Accounts Transfers.																
Punjab.	Exchange Accounts Transfers.																
Burma	Exchange Accounts Transfers																
Bihar and Orissa.	Exchange Accounts Transfers																
Central Provinces.	Exchange Accounts Transfers.																
Assam .	Exchange Accounts Transfers.																
Total.																	
Difference if any																	

The amount of cancelled bills should be deducted in red ink.

Initials of Superintendent.

Initials of Superintendent, Book.

Initials of G. O.

Issuing Province.	Year of Issue.	Payments.															Lapsed & credited to Govt.	Balance on 31st March.	Grand Total.
		April.	May.	June.	July.	August.	Sept.	October.	Nov.	Dec	January.	February.	March.	Mar. Finl.	Total payments.				
Total as per Detail Book																			
Difference between Broad Sheet and Detail Book.																			
India																			
Madras																			
Bombay																			
Bengal																			
United Provinces.																			
Punjab																			
Burma																			
Bihar and Orissa.																			
Central Provinces.																			
Assam																			

Amount of cancelled bills should be deducted in red ink

Initials of Superintendent.

Initials of Superintendent, Book.

Initials of G. O.

ge 100, Form No. S. Y. 109—

For the reference "(See Art. 489, Audit Code.)" at the top, *sub* ee Para. 340, Audit Manual)".

[Book of Account Forms, 1st Edn. (Rep.), No 202, dated the 2nd June 1941.]

on the

———————— 19

Date of issue of cheque.	Number of cheque.	Amount of cheque.	Date of issue of cheque	Number of Cheque.	Amount of cheque

S. Y. 110.

(See Art. 140, Note 2, Account Code.)

(To be printed on foolscap folio.)

Preliminary Statement of Post Office Receipts and Payments for the mont of ———————— 19 .

Treasury.	Receipts.				Payments.
	Sale of ordinary postage Stamps.	Sale of Revenue stamps.	Sale of Service postage stamps.	Miscellaneous	Miscellaneous
Total					

No.

Forwarded to the Deputy Accountant General, Posts and Telegraph concerned, with reference to Article 140, Note 2, Account Code.

tation ———————— *(Signature)*

Dated ———————— 19 *(Designation)*

S. Y. 110-A.

(To be printed on foolscap folio.)

(*Obverse.*)

No.

M

THE———————

———————

No. 203.

Page 100, Form No. S Y. 110—

Substitute the following *for* this form —

S. Y. 110.

(See Art. 183, Note 2, Account Code, Vol IV.)

Preliminary statement showing the sale of Post Office stamps during th

month of 19 .

Treasury.	Ordinary postage (including air mail) stamps	Service Postage stamps.	Defence Savings stamps.	Remarks
Total .				

No .

Forwarded to the Deputy Accountant General, Posts and Telegraphs ... with reference to Article 183, Note 2, Account Code, Vol IV

Station .... (*Signature*).

Date..... .... *19* (*Designation*)

[Book of Account Forms, 1st Edn. (Rep), No. 203, dated the 2nd June 1941]

Page 102, Form No. S. Y 111—

For the reference "(See Art 244, Rule 4, Account Code.)" at the top *substitute* "(See Para. 308, Audit Manual)".

[Book of Account Forms, 1st Edn (Rep), No 204, dated the 2nd June 1941]

(To be printed on foolcap folio)

OFFICE OF THE

No.

Dated *the* *19*

To

The

Sir,

I have the honour to inform you that the balance on ——
at credit of ——
is Rs. —— as recorded in the accounts of Government and to request that if you accept this balance as correct, a certificate of agreement may be forwarded to this office as soon as possible. If the balance on your books differs from that shown in the Government accounts, a statement in the following form should be sent to this office :—

(i) Balance of the fund as per Cash Book on 31st March of the previous year.

(ii) Amount of uncashed cheques at the end of the previous year.

(iii) Credits entered in the Cash Book in the previous year but actually paid into the treasury during the year under report.

(iv) Balance of the fund as per Cash Book on 31st March of the year under report.

(v) Amount of uncashed cheques at the end of the year under report.

(vi) Credits entered in the Cash Book in the year under report, but actually paid into the treasury during the following year.

I request also that a certificate may be furnished to the effect that the fund has been fully utilised for the purposes for which it is intended and that its continuance is deemed expedient. [To be deleted when not required.]

(*Signature*)

(*Designation*)

OFFICE OF THE

No.

Dated *the* *19*

To

The

Sir,

I have the honour to inform you that the balance on ——
at credit of ——
is Rs. —— as recorded in the accounts of Government and to request that if you accept this balance as correct, a certificate of agreement may be forwarded to this office as soon as possible. If the balance on your books differs from that shown in the Government accounts, a statement in the following form should be sent to this office :—

(i) Balance of the fund as per Cash Book on 31st March of the previous year.

(ii) Amount of uncashed cheques at the end of the previous year.

(iii) Credits entered in the Cash Book in the previous year but actually paid into the treasury during the year under report.

(iv) Balance of the fund as per Cash Book on 31st March of the year under report.

(v) Amount of uncashed cheques at the end of the year under report.

(vi) Credits entered in the Cash Book in the year under report, but actually paid into the treasury during the following year.

I request also that a certificate may be furnished to the effect that the fund has been fully utilised for the purposes for which it is intended and that its continuance is deemed expedient.

I have the honour to be,
Sir,
Your most obedient servant,

(*Signature*)

(*Designation*)

No. 205.

Page 103, Form No. S. Y. 112—

(*i*) *For* the reference " (See Art. 250, Account Code.) " at the top, *substitute* " (See Para. 313, Audit Manual.) ".

(*ii*) In the heading of the last column *for* " XVI—Interest " *substitute* " XX-Interest ".

[Book of Account Forms, 1st Edn. (Rep.), No. 205, dated the 2nd June 1941.]

unt of Government Loan of Rs. to the made up from 1st April 19 to 31st March 19

e.	Account of Principal of the Loan.			Calculation of Interest on the Principal.			Account of Interest Demand.	
	Advance.	Repayment.	Balance.	Period.	On advance.	On repayment.	Amount due.	Amount paid and credited to XX—Interest.

No. — — , *dated* ———— *the* ————

Forwarded to ———————————————— with e request that the certificate at foot may be signed and forwarded to this office, the balance is accepted as correct.

(*Signature*)

(*Designation*)

No. ———, *dated* ———— *the* ———— *19* .

Certified that the balance of Rs. ——— on account of Government oan of Rs. ———— granted to ———— shown as outstanding on ie 31st March 19 in letter No. ———, dated ———— 19 , is ccepted as correct.

(*Signature*)

(*Designation*)

Page 101, Form No. S. Y. 113—

(*i*) *For* the reference "(See Article 278, Account Code.)" at the [illegible] *substitute* "(See Para. 268, Audit Manual.)".

(*ii*) *Delete* "(Form A)" in the heading "Loans repayable by direct [illegible] of the repayments to Principal (Form A)" at the top.

[Book of Account Forms, 1st Edn. (Rep.), No. 206, dated the 2nd June 1941.]

113.

Account Code.)

open foolscap.)

in the Government of *sanctioned for*

letter No. *dated*

Loans repayable by direct credit of the repayments to Principal (Form A)

CONDITIONS OF LOAN.

To bear interest at per cent. to be paid ( ) yearly on and to be repaid

Date and Voucher.		Account of Principal of Loan.									Calculation of Interest on Principal.							Account of Interest demand.						Remarks.
Date.	Voucher.	Advance.			Repayment.			Balance.			Period.	On Advances.			On Repayments.			Amount due.			Amount paid and credited to Interest.			
		R.	a.	p.	R.	a.	p.	R	a.	p.		R	a.	p.	R.	a	p.	R.	a.	p.	R.	a.	p	

No. 207.

Page 105, Form No. S. Y. 114 (Part I)—

For the reference " (See Article 278, Account Code) " at the top, *subs*
" (See Para 268, Audit Code Manual.) ".

[Book of Account Forms, 1st Edn. (Rep.), No. 207, dated the 2nd June 1941.]

(Part I.)

Account Code.

open foolscap.)

Broadsheet of Advances of Loans to ... *for the year 19 -19 .*

Sera No	To whom granted.	Page of the Loan Register.	April.	May.	June.	July.	August.	September	October.	November	December	January	February.	March.	March Final and Supplementary (Supplementary entries in red ink).	Total for the year.
	TOTAL .															
	Figure as per Ledger . .															
	Difference															
	Initials of Superintendent .															
	Initials of Gazetted Officer .															

No. 208.

Pages 106-109, Form No. S. Y. 114 (Part II)

For the reference " (See Article 278, Acc
" (See Para. 268, Audit Manual.) ".

[*Book of Account Forms*, 1st Edn (Rep.), No. 2

S. Y. 114

Article 27

To be printed

Broadsheet of Repayment of Loans (including

Serial No.	To whom granted.	Page of the Loan Register.	Opening balance.		April.		May.	
			Principal.	Interest.	Principal.	Interest.	Principal.	Interest
	Total							
	Figures as per Ledger							
	Difference							
	Initials of Superintendent							
	Initials of Gazetted Officer							

June.		July.		August.		September.		October.	
Principal	Interest.	Principal	Interest.	Principal	Interest.	Principal.	Interest.	Principal.	Interest.

November.		December.		January.		February.	
Principal.	Interest.	Principal.	Interest.	Principal.	Interest.	Principal.	Interest.

(*Part II*).

Account Code)

open foolscap with fly-leaf.)

interest) *to*____________________19 -19 .

March.		March Final and Supplementary (Supplementary entries in red ink.)		Total Recoveries during the year.		Closing Balance.		Remarks.
Principal.	Interest.	Principal	Interest	Principal	Interest.	Principal.	Interest.	

S. Y.

(*See* Art. 386,

(To be printed on

Compilation of Treasury Receipts

District.	Customs.	Income-tax.				Salt.				Opium.	Other principal heads of Central Revenue.	Other Central Revenue.	Total Central Revenues being total of columns 1 to 6.	*Deposits of District Funds.*	Loans by Central Government (b)	Loans between Central and Provincial Governments of (c)	Other Central Debt and Remittance. (d)
		Income-tax, Ordinary. (a)	Super-tax.	Excess profit duty.	Total.	Northern India.	Local manufacture.	Sea-borne.	Total.								
	1				2				3		5	6	7	8	9	10	11
Total																	

(a) Income-tax deducted from salaries, pensions, etc., should also be included.

(b) Recoveries of loans granted by the Central Government to parties other than Provincial Government should be shown here.

(c) Recoveries of loans granted by the Central Government to Provincial Government should be shown here.

(d) It should include also all fund deductions from bills other than (i) Postal Insurance and Endowment and (ii) subscriptions to the I. M. S. Fund and under I. C. S. F. Pension Regulations.

115.

Account Code.)

double foolscap.)

for the month of 19 . Figures in Hundreds of Rupees.

Provincial Transactions.																	
Land Revenue.	*Excise.*	Stamps	Forest. (e)	Other *Revenue.*	Loans by Provincial Government.	Loans between Central and *Provincial* Governments. (f)	Other Transactions. (g)	Total Provincial Transactions being total of columns 12 to 19.	Posts and Telegraphs (h)	Navy.	Military Engineering Services.	Military. (i)	Railways	Imperial Bank Deposits.	Opening balance. (j)	Total Receipts including opening balance being total of columns 7, 8, 9, 10, 11 & 20 to 27.	Initials of Examiners.
12	13	1	15	16	17	18	19	20	21	22	23	24	5	26	27	28	

(e) Forest remittance should be shown here

(f) Loans granted by the Central Government to the Provincial Government should be shown here.

(g) Permanent debt incurred by Provincial Government.

Temporary

not ... need under

Superintendent, ______________ *Section.*

S. V.

Compilation of Treasury Expenditure

District.	Opium expenditure.	Debt services.*	Delhi Capital expenditure.	Other Central expenditure.	Deposits of district funds.	Loans by Central Government	Loans between Central and Provincial Governments. (a)	Other Central Debt and Remittance.	Provincial Transactions.					Posts and Telegraphs.
									Ordinary expenditure. (b)	Loans by Provincial Government.	Loans between Central and Provincial Governments (c)	Other transactions. (d)	Total Provincial Transactions being total of columns 37 to 40.	
	29	30	31	32	33	34	35	36	37	38	39	40	41	42
Total.														

* Interest on Government Promissory Notes.

(a) Loans granted by the Central Government to Provincial Government should be shown here.

(b) All the deductions from bills which are recorded in Section I of Classified Abstracts should be included.

(c) Repayment by the Provincial Government of loans granted by the Central Government should be shewn here.

(d) Construction of Irrigation works not charged to Revenue.

Outlays on waterways not charged to revenue.

Permanent debt discharged by Provincial Government.

Temporary " " " "

115—*contd.*

for the month of 19 . Figures in Hundreds of Rupees.

Navy.	Military Engineer Services.	Military.	Railways.	Imperial Bank Deposits.	Closing Balance. (e)								Total expenditure including closing balance being the total of columns 20 to 39, and 41 to 48.	Initials of Examiners.
43	44	45	46	47	48								49	50

(e) See footnote (f) on page .

Superintendent, ________________ *Section.*

Compilation of Treasury Expenditure

District.	Opium expenditure.	Debt services.*	Delhi Capital expenditure.	Other Central expenditure.	Deposits of district funds.	Loans by Central Government	Loans between Central and Provincial Governments. (a)	Other Central Debt and Remittance.	Provincial Transactions.					Posts and Telegraphs.
									Ordinary expenditure. (b)	Loans by Provincial Government.	Loans between Central and Provincial Governments. (c)	Other transactions. (d)	Total Provincial Transactions being total of columns 37 to 40.	
	29	30	31	32	33	34	35	36	37	38	39	40	41	42
Total.														

* Interest on Government Promissory Notes.

(a) Loans granted by the Central Government to Provincial Government should be shown here.

(b) All the deductions from bills which are recorded in Section I of Classified Abstracts should be included here.

(c) Repayment by the Provincial Government of loans granted by the Central Government should be shewn here.

(d) Construction of Irrigation works not charged to Revenue.
Outlays on waterways not charged to revenue.
Permanent debt discharged by Provincial Government.
Temporary " " " "

115—*contd.*

for the month of 19 . **Figures in Hundreds of Rupees.**

Navy.	Military Engineer Services.	Military.	Railways	Imperial Bank Deposits	Closing Balance. (e)								Total expenditure including closing balance being the total of columns 20 to 39, and 41 to 48.	Initials of Examiners.
43	44	45	46	47	49								49	50

(e) See footnote (j) on page .

Superintendent, ——————— *Section.*

Compilation of Treasury Expenditure

District.	Opium expenditure.	Debt services.*	Delhi Capital expenditure.	Other Central expenditure.	Deposits of district funds.	Loans by Central Government	Loans between Central and Provincial Governments. (a)	Other Central Debt and Remittance.	Provincial Transactions					Posts and Telegraphs.
									Ordinary expenditure. (b)	Loans by Provincial Government.	Loans between Central and Provincial Governments. (c)	Other transactions. (d)	Total Provincial Transactions being total of columns 37 to 40.	
	29	30	31	32	33	34	35	36	37	38	39	40	41	43
Total.														

* Interest on Government Promissory Notes

(a) Loans granted by the Central Government to Provincial Government should be shown here.

(b) All the deductions from bills which are recorded in Section I of Classified Abstracts should be included here.

(c) Repayment by the Provincial Government of loans granted by the Central Government should be shewn here.

(d) Construction of Irrigation works not charged to Revenue.
Outlays on waterways not charged to revenue.
Permanent debt discharged by Provincial Government.
Temporary " " "

115—*contd.*

for the month of 19 .

Figures in Hundreds of Rupees.

Navy.	Military Engineer Services.	Military.	Railways.	Imperial Bank Deposits.	Closing Balance. (e)								Total expenditure (including closing balance being the total of columns 30 to 34, and 41 to 48.	Initials of Examiners
43	44	45	46	47	48								49	50

(e) See footnote (f) on page .

Superintendent, ________________ *Section.*

S. Y.

Compilation of Treasury Expenditure

District.	Opium expenditure.	Debt services.*	Delhi Capital expenditure.	Other Central expenditure.	Deposits of district funds.	Loans by Central Government	Loans between Central and Provincial Governments. (a)	Other Central Debt and Remittance.	Provincial Transactions: Ordinary expenditure. (b)	Provincial Transactions: Loans by Provincial Government.	Provincial Transactions: Loans between Central and Provincial Governments. (c)	Provincial Transactions: Other transactions. (d)	Provincial Transactions: Total Provincial Transactions being total of columns 37 to 40.	Posts and Telegraphs.
	29	30	31	32	33	34	35	36	37	38	39	40	41	42
Total.														

* Interest on Government Promissory Notes.

(a) Loans granted by the Central Government to Provincial Government should be shown here.

(b) All the deductions from bills which are recorded in Section I of Classified Abstracts should be included.

(c) Repayment by the Provincial Government of loans granted by the Central Government should be shewn here.

(d) Construction of Irrigation works not charged to Revenue.
Outlays on waterways not charged to revenue.
Permanent debt discharged by Provincial Government.
Temporary " " " "

115—*contd.*

for the month of 19 .   Figures in Hundreds of Rupees

[illegible]	Navy.	Military Engineer Services.	Military.	Railways.	Imperial Bank Deposits.	Closing Balance. (e)							Total expenditure (including [illegible] balance being the total of columns [illegible] to 48)	[illegible]
[illegible]	43	44	45	46	47	48						—	49	50

(e) See footnote (f) on page

Superintendent, —————— *Section.*

I

S. Y. 116.

(See Art. 366, Account Code.)

(To be printed on foolscap folio.)

Preliminary statement of receipts and disbursements at treasuries under the for the month of 19 .

(In thousands of Rupees)

Receipts.	Rs.	Disbursements.	Rs.
1.—Customs		27.—Opium Expenditure	
2.—Taxes on income		28.—Debt Services	
3.—Salt		29.—Delhi and other Capital Expenditure not charged to Revenue	
4.—Opium		30.—Other Central Expenditure	
5.—Other principal heads of revenue		31.—Deposits of District Funds	
6.—Other Revenue		32.—Loans by Central Government	
7.—Total Central Revenue		33.—Loans between Central and Provincial Governments	
8.—Deposits of District Funds		34.—Other Central Debt and Remittance	
9.—Loans by Central Government		*Provincial Transactions—*	
10.—Loans between Central and Provincial Governments.		35.—Ordinary Expenditure	
11.—Other Central Debt and Remittance		36.—Loans by Provincial Governments	
Provincial Transactions—		37.—Loans between Central and Provincial Governments	
12.—Land Revenue		38.—Other Transactions	
13.—Excise		39.—Total Provincial Transactions	
14.—Stamps		40.—Posts and Telegraphs	
15.—Forest		41.—Defence Services	
16.—Other Revenue		42.—Railways	
17.—Loans by Provincial Government		43.—Imperial Bank Deposits	
18.—Loans between Central and Provincial Governments.		44.—Closing Balance	
19.—Other Transactions			
20.—Total Provincial Transactions			
21.—Posts and Telegraphs			
22.—Defence Services			
23.—Railways			
24.—Imperial Bank Deposits			
25.—Opening Balance			
26.—Total		45.—Total	

No.

Forwarded to the Controller of the Currency.

(*Signature*)

Dated the 19 . (*Designation*)

(To be printed on foolscap folio.)

Reply No ————, dated ———— 19 .
Dy. No.

OFFICE OF THE

No. ———, dated ———— 19 .

To

The ————

Sir,

I have the honour to inform you that the half-yearly/annual instalment (as detailed in the margin) of Rs ———— towards repayment of the loan (of Rs. ———) taken by the ————

Principal Rs.	
Interest Rs.	
Total Rs	

falls due on ———— and should be paid into the Local Treasury/Imperial Bank of India on that date. If for any reason the amount cannot be paid on the due date, a special report should be sent to this office by return of post

I have, etc ,

G. O.

Copy forwarded to the Treasury Officer/Secretary and Treasurer, Imperial Bank of India, for information, with the request that he will credit the amount, when realised, as a distinct item in his Treasury Cash Account/the Government account at the Bank with a quotation of this memorandum in the entry, and if received at the Taluka Treasury show also therein the date of actual receipt of the amount.

A. G.

OFFICE OF THE

No. ——— dated ————, the ———— 19 .

To

The ————

Sir,

I have the honour to inform you that the half-yearly/annual instalment (as detailed in the margin) of Rs ———— towards repayment of the loan (of Rs. ————) taken by the ————

Principal Rs	
Interest Rs	
Total Rs.	

falls due on ———— and should be paid into the local Treasury/Imperial Bank of India on that date. If for any reason the amount cannot be paid on the due date, a special report should be sent to this office by return of post.

I have the honour to be,

Sir,

Your most obedient Servant,

(Signature)

(Designation)

OFFICE OF THE

No. ———, dated ————, the ———— 19 .

To

The ————

Sir,

I have the honour to inform you that the half-yearly/annual instalment (as detailed in the margin) of Rs. ———— towards repayment of the loan (of Rs ————) taken by ————

Principal Rs	
Interest Rs.	
Total Rs	

falls due on ———— and should be paid into the local Treasury/Imperial Bank of India on that date If for any reason the amount cannot be paid on the due date, a special report should be sent to this office by return of post.

I have the honour to be,

Sir,

Your most obedient servant,

(Sd)

(Designation)

Copy forwarded to the Treasury Officer/Secretary and Treasurer, Imperial Bank of India, for information, with the request that he will credit the amount, when realised, as a distinct item in his Treasury Cash Account/the Government account at the Bank with a quotation of this memorandum in the entry, and if received at the Taluka Treasury show also therein the date of actual receipt of the amount.

(Signature)

(Designation)

S. Y. 123.

(To be printed on fool-scap folio.)

Statement showing the actual Receipts and Expenditure of the ______ Survey / Settlement operations for the month of ______ 19 .

Receipts.				Expenditure.				Remarks
Districts.	Amount.			Districts.	Amount.			
	Rs	a.	p.		Rs.	a.	p.	
Exchange Account Abstract I				Exchange Account Abstract I				
Exchange Account Abstract II				Exchange Account Abstract II				
Adjustment { Add . .				Adjustment { Add . .				
Adjustment { Deduct .				Adjustment { Deduct .				
Grand Total .				Grand Total .				

Memo of adjustment.

	Add.	Deduct.		Add.	Deduct.

No.______

To______Section for information.

The______19 .

Superintendent, Book Department.

No. 210.

Page 117, Form No. S. Y. 124—

In the endorsement *delete* the lines " with reference to the Controller of the Currency's letter No. 2483-84-21, dated the 30th September 1921 ".

[Book of Account Forms, 1st Edn (Rep), No 210, dated the 2nd June 1941.]

No. 211.

Page 117, Form No. S. Y 126—

Substitute the following *for* this form :—

S. Y. 126.

Statement showing credits and debits under the head " Trust Interest. Funds " in the books of the .... .during the month of.. ...19 .

CREDITS.				DEBITS.				
No. and date of Accountant General's letters authorising credit.	Amount.			(1) No. and date of Controller or Deputy Controller of Currency's payment orders (revalidated where necessary). (2) No and date of Accountant General, Bengal's payment orders	Amount.			Name of Treasury raising the debit.
	Rs.	A.	P.		Rs	A	P.	

No.

Forwarded to the Accountant General,.. . with the Trust Interest vouchers for the month of .... 19 .

OFFICE OF THE (*Signature*)

Dated .. . , *the* .. ..*19* (*Designation*).

[Book of Account Forms, 1st Edn. (Rep.) No. 211 dated, the 2nd June 1941]

S. Y. 123.

(To be printed on fool-cap folio.)

Statement showing the actual Receipts and Expenditure of the ______ Survey / Settlement operations for the month of ______ 19 .

Receipts.				Expenditure.				Remarks
Districts.	Amount.			Districts.	Amount.			
	Rs	a.	p.		Rs.	a.	p.	
Exchange Account Abstract I				Exchange Account Abstract I				
Exchange Account Abstract II				Exchange Account Abstract II				
Adjustment { Add . .				Adjustment { Add . .				
Adjustment { Deduct .				Adjustment { Deduct .				
Grand Total				Grand Total .				

Memo of adjustment.

	Add.		Deduct,			Add.		Deduct.	

No.______

To______Section for information.

*The*______19 .

Superintendent, Book Department.

No. 210.

Page 117, Form No. S. Y. 124—

In the endorsement *delete* the lines " with reference to the Controller of the Currency's letter No. 2483-84-21, dated the 30th September 1921 ".

[Book of Account Forms, 1st Edn. (Rep.), No. 210, dated the 2nd June 1941.]

No. 211.

Page 117, Form No. S. Y. 126—

Substitute the following *for* this form :—

S. Y. 126.

Statement showing credits and debits under the head " Trust Interest. Funds " in the books of the.. ....during the month of.. . ... 19 .

CREDITS.				DEBITS.				
No. and date of Accountant General's letters authorising credit	Amount.			(1) No. and date of Controller or Deputy Controller of Currency's payment orders (revalidated where necessary). (2) No. and date of Accountant General, Bengal's payment orders	Amount.			Name of Treasury raising the debit.
	Rs	A.	P.		Rs.	A	P.	

No.

Forwarded to the Accountant General, . . . with the Trust Interest vouchers for the month of...... .... 19 .

OFFICE OF THE (*Signature*)

Dated .. . , *the* . ....*19* (*Designation*).

[Book of Account Forms, 1st Edn. (Rep.) No. 211 dated, the 2nd June 1941]

S. Y. 123.

(To be printed on fool-cap folio.)

Statement showing the actual Receipts and Expenditure of the ———— Survey / Settlement operations for the month of ———— 19 .

Receipts.				Expenditure.				Remarks.
Districts.	Amount.			Districts.	Amount.			
	Rs.	a.	p.		Rs.	a.	p.	
Exchange Account Abstract I . . .				Exchange Account Abstract I . . .				
Exchange Account Abstract II				Exchange Account Abstract II				
Adjustment { Add . .				Adjustment { Add . .				
Adjustment { Deduct .				Adjustment { Deduct .				
Grand Total .				Grand Total .				

Memo of adjustment.

	Add.	Deduct.		Add.	Deduct.

No.————

To ———— Section for information.

The ———— 19 .

Superintendent, Book Department.

No. 210.

Page 117, Form No. S. Y. 124—

In the endorsement *delete* the lines "with reference to the Controller of the Currency's letter No. 2483-84-21, dated the 30th September 1921".

[Book of Account Forms, 1st Edn. (Rep), No. 210, dated the 2nd June 1941.]

No. 211.

Page 117, Form No. S. Y. 126—

Substitute the following *for* this form :—

S. Y. 126.

Statement showing credits and debits under the head "Trust Interest. Funds" in the books of the............during the month of.. . .....19 .

CREDITS.				DEBITS.				
No. and date of Accountant General's letters authorising credit	Amount.			(1) No and date of Controller or Deputy Controller of Currency's payment orders (revalidated where necessary). (2) No. and date of Accountant General, Bengal's payment orders	Amount			Name of Treasury raising the debit.
	Rs.	A	P		Rs	A.	P.	

No.

Forwarded to the Accountant General, . with the Trust Interest vouchers for the month of . ... 19 .

OFFICE OF THE (*Signature*).

Dated ... . , *the* .. ..19 (*Designation*).

[Book of Account Forms, 1st Edn. (Rep.) No. 211 dated, the 2nd June 1941.]

S. Y. 127.

(To be printed on foolscap breadthwise)

Explanatory statement of Balances on the Books of the Government of ________ on the 31st March 19 .

Heads of account.	Dr. Balances.	Cr. Balances.	Whether the balance agrees with the separate Registers maintained in the Section	Whether the balance has been admitted as correct by the Administrator of the Fund	How far adjusted up to date.	Remarks.

S. Y. 128.

No. 212.

Page 119, Form No. S. Y. 128—

For the word " Province " at the top, *substitute* " Government ".

[Book of Account Forms, 1st Edn. (Rep.,) No 212, dated the 2nd June 1941.]

In Rupees, omitting 000-s

Head——

	Credits.	Debits.	Net.
Accounts, 19 -19			
" 19 -19			
" 19 -19			
" 19 -19 . . .			
" 19 -19			
Budget 19 -19			
Eight months 19 -19			
" 19 -19			
Revised 19 -19			
Budget 19 -19			

No. 213.

Page 120, Form No. S. Y. 128-C.—

(i) *For* the heading of column 5 *substitute* " Budget Allotment."

(ii) In the heading of column 19, *for* " Budget Appropriation " *substitute* " Budget Allotment ".

(iii) *For* " Non-voted " in column 3 *substitute* " Charged/Non-voted ".

[Book of Account Forms, 1st Edn. (Rep.), No. 213, dated the 2nd June 1941.]

5/213.

...uring 19 -19 .

													December.	January.	February.	March.	Total.	Brief explanation for variation in the total from Budget Appropriation.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
		Non-voted.																
		Voted																

Page 121, Form No. S. Y. 128-D.

(*i*) In line 2 of item (*a*) in para. 1 *for* " non-voted " *substitute* " charged non-voted ".

(*ii*) In line 2 of item (*b*) in para. 1 *for* " dates of increment " *substitute* " rates and dates of increment ".

[Book of Account Forms, 1st Edn. (Rep.), No. 214, dated the 2nd June 1941.]

Superintendent, Section.

The... ..... budget estimates for the year 19 , are sent herewith for checking the estimates proposed *in Part I only relating to standing charges*. Any alterations that are considered necessary, may be carefully noted, giving reasons in each case for the alterations proposed. The following points should, however, be specifically kept in view :—

(*a*) The distribution of the provision under " Pay of Officers " and "Allowances, Honoraria," etc., between voted and non-voted as proposed by the local officers should be carefully examined.

(*b*) The number of sanctioned posts as well as their rates of pay and dates of increment should be carefully checked and stated in the body of the Budget Form, where necessary.

(*c*) If the local officers have omitted from the budget any charge for which sanction exists, the budget heads and the amounts of provision necessary should be intimated

(*d*) Provision for fixed and recurring contingencies as also for fixed and permanent travelling allowance for which sanction exists should also be checked from Audit Register

(*e*) The revised estimate for each budget should show the pay and allowances payable to the officers during the last 6 months commencing from October and any variation noticed in the sanctioned pay and strength of the posts should be stated.

(*f*) Provision for posts held in abeyance is not to be allowed

(*g*) If any orders are received in the audit section involving change in the figures under any head in the estimate already checked by it, *the alteration to be made in the estimate should* be immediately notified to the Budget Section

(*h*) It should be carefully noted that corrections should not be made in [illegible] ...tion is found necessary, [illegible] ...parate sheet of paper

2. The estimates together with your review note should be returned to this Section within days after receipt

Superintendent, Budget Section

Certified that the... ....budget estimates have been duly checked as required. They are returned herewith the review note and......sheets of revised estimates required under clause (e) of paragraph 1 above.

Superintendent, Section.

Dated, the 19 .

No. 213.

Page 120, Form No. S. Y. 128-C —

(*i*) *For* the heading of column 5 *substitute* " Budget Allotment."

(*ii*) In the heading of column 19, *for* " Budget Appropriation " *substitute* " Budget Allotment ".

(*iii*) *For* " Non-voted " in column 3 *substitute* " Charged/Non-voted ".

[Book of Account Forms, 1st Edn. (Rep.), No. 213, dated the 2nd June 1941.]

5/213.

...uring 19 -19 .

1	2	3	4	5	6	7	8	9	10	11	12	13	December. 14	January. 15	February. 16	March. 17	Total. 18	Brief explanation for variation in the total from Budget Appropriation. 19
		Non-voted																
		Voted																

S. Y. 129-A.

Grant No.

Major Head and sub-head.	Final Grant or Appropriation.	Actual Expenditure.	Excess + saving —.	*Net* modification by re-appropriation, withdrawal or surrender.	Remainder unadjusted + or —
1	2	3	4	5	6

No. 215.

Page 123, Forms Nos. S. Y. 129-A and 129-B.—

Delete these forms

[Book of Account Forms, 1st Edn. (Rep.), No. 215, dated the 2nd June 1[illegible]

Name of grant	Amount of original grant	Modifications of grant (if any).	Progressive expenditure.	Remarks.
1	2	3	4	5

NOTE 1.—In column 1 show "voted" and "non-voted" separately for each grant.

NOTE 2.—The authority for modifications shown in column 3 should be quoted.

No. , dated 19 .

Forwarded to the Accountant General, Central Revenues, New Delhi.

Accountant General.

S. Y. 129.

(To be printed on foolscap folio.)

Major head________________

Minor head________________

Lump provision for________________

Addditions to + Rs.________

Deductions from —

No. and date of order.	Subject.	Amounts sanctioned.		Balance.	District.	Remarks.
		For specific purposes.	For other purposes.			

S. Y. 129-A.

Grant No.

Major Head and sub-head.	Final Grant or Appropriation.	Actual Expenditure.	Excess + saving —.	*Net* modification by re-appropriation, withdrawal or surrender.	Remainder unadjusted + or —.
1	2	3	4	5	6

No. 215.

Page 123, Forms Nos. S. Y. 129-A and 129-B.—

Delete these forms.

[Book of Account Forms, 1st Edn. (Rep.), No. 215, dated the 2nd June 19

Name of grant.	Amount of original grant.	Modifications of grant (if any)	Progressive expenditure.	Remarks.
1	2	3	4	5

NOTE 1.—In column 1 show "voted" and "non-voted" separately for each grant.

NOTE 2.—The authority for modifications shown in column 3 should be quoted.

No. , dated 19 .

Forwarded to the Accountant General, Central Revenues, New Delhi.

Accountant General.

No. 216.

Pages 124-125, Form No. S. Y. 130—

(*i*) *Substitute* the following *for* the existir

" Register of Commuted value of Pensi

(*ii*) *Substitute* " pension " *for* " payment "

(*iii*) *Substitute* " Government/Departme

(*iv*) *Delete* the words " under Governm Resolution No. 55-C.S.R., dated the 14t column 7.

(*v*) *For* the reference " [See Art. 190 (? form, *substitute* " (See Rule 26 of Sec. B- Vol. I) ".

[Book of Account Forms, 1st Edn. (Rep.), N

		P. P. O. No., plac of commenceme	Full amount of pe	Amount of pensio vices	Amount of additio under G. I., F. D dated 14th June	Commuted value c	Amount of additio during the conve	Month of Exchange which credit for received or affor	Month of exchange which credit for pension received.	REMARKS.

No. 217.

Pages 124-125, Forms Nos. S Y. 130 and 131—

In the 3rd and 4th sub-columns under the main colu *substitute* " Exchange Settlement Account " *for* " Exchange A

[Book of Account Forms, 1st Edn (Rep), No. 217, dated the 2nd Ju

Commuted value of pension debited.	Amount of [illegible]	Month of Exchange [illegible] value received or afforded.	Month of Exchange Account through which credit for the additional pension received or afforded	REMARKS.

5/2 16.

Code.]

crown lengthwise)

ble by the

19 -19 .					19 -19 .					19 -19 .				
Commuted value .	Amount of additional pension due during the conventional year.	Month of exchange account through which credit for commu ed value received or afforded.	Month of exchange account through which credit for the additional pension received or afforded.	Remarks	Commuted value of pension debited.	Amount of additional pension due during the conventional year.	Month of exchange account through which credit for commuted value received or afforded	Month of exchange account through which credit for the additional pension received or afforded.	Remarks.	Commuted value of pension debited	Amount of additional pension due during the conventional year.	Month of exchange account through which credit for commuted value received or afforded.	Month of exchange account through which credit for the additional pension received or afforded.	Remarks.

131.

S. Y. 130.)

19 -19 .				
Commuted value of pension debited	Amount of additional pension paid during the conventional year.	Month of Exchange Account through which credit for commuted value received or afforded	Month of Exchange account through which credit for the additional pension received or afforded.	Remarks.

Pages 124-125, Form No. S. Y. 130—

(i) *Substitute* the following *for* the existir

"Register of Commuted value of Pensi

(ii) *Substitute* "pension" *for* "payment'

(iii) *Substitute* "Government/Departme

(iv) *Delete* the words "under Governm Resolution No. 55-C S.R., dated the 14t column 7.

(v) *For* the reference "[See Art. 190 (2 form, *substitute* "(See Rule 26 of Sec. B- Vol. I)".

[Book of Account Forms, 1st Edn. (Rep.), N

		P. P. O. No., plac of commenceme	Full amount of pe	Amount of pensio vitete	Amount of additi under G. I. F. D dated 14th Janu	Commuted value c	Amount of additio during the conve	Month of Exchang which credit for received or afford	Month of exchang which credit for pension received	REMARKS.

No. 217.

Pages 124-125, Forms Nos. S. Y. 130 and 131—

In the 3rd and 4th sub-columns under the main colu *substitute* "Exchange/Settlement Account" *for* "Exchange A

[Book of Account Forms, 1st Edn. (Rep.), No. 217, dated the 2nd Jar

Commuted value of pension debited	Amount of [illegible]	Month of Exchange [illegible] afforded.	Month of Exchange Account through which credit for the additional pension received or afforded.	REMARKS.

5/2 16.

Code]

crown lengthwise)

le by the

Commuted value	19 -19 .				19 -19					19 -19 .				
	Amount of additional pension due during the conventional year.	Month of exchange account through which credit for commuted value received or afforded.	Month of exchange account through which credit for the additional pension received or afforded.	REMARKS	Commuted value of pension debited.	Amount of additional pension due during the conventional year.	Month of exchange account through which credit for commuted value received or afforded	Month of exchange account through which credit for the additional pension received or afforded.	REMARKS.	Commuted value of pension debited	Amount of additional pension due during the conventional year.	Month of exchange account through which credit for commuted value received or afforded.	Month of exchange account through which credit for the additional pension received or afforded.	REMARKS.

131.

S. Y. 130)

19 -19 .				
Commuted value of pension debited.	Amount of additional pension paid during the conventional year.	Month of Exchange Account through which credit for commuted value received or afforded.	Month of Exchange account through which credit for the additional pension received or afforded.	REMARKS.

Page 126, Form No. S. Y. 132— No. 218.

(i) *For* the reference "Art. 323, Audit Code' *substitute* "(Para. 150, Audit Manual.)".

(ii) *For* "Rererse" occurring in the bottom, *rea*

[Book of Account Forms, 1st Edn. (Rep), No. 218, date

Year.	Date of promotion to present pay.	Pay.	Page of Establishment Book.	Date of Birth.	Remarks.

(*Rererse*).

Audit Officer's remarks.

No. 219.

Page 127, Form No. S. Y. 133—

For the reference " Art 324, Audit Code " at the top of the form, *substitute* " Para. 151, Audit Manual."

[Book of Account Forms, 1st Edn. (Rep.), No. 219, dated the 2nd June 1941.]

... of case.	No	... in the Section.	Designation.	No.	Date	... appointment held by him.	No.	Date.	No.	Date	...inal ...posal.		Number of days under verification.	Initials of Superintendent.	Remarks.
											No.	Date.			

No. 220.

Page 127, Form No. S. Y. 134—

For the reference " Art. 324, Audit Code " occurring at the top ... form, *substitute* " Para. 151, Audit Manual."

[Book of Account Forms, 1st Edn. (Rep.), No. 220, dated the 2nd June 1941.]

Consecutive No. of case.	Diary No.	Date of receipt in the Section.	... om whom received.			... applicant and the last appointment held by him.	References.						Number of days under verification.	Initials of Superintendent.	Number of Pension Payment Order or Gratuity Order issued	Remarks.
			Designation.	No.	Date.		No	Date	No.	Date.	No.	Date.				

No. 221.

Page 128, Form No. S. Y. 135—

For the reference "Art. 325 (c), Audit Code" occurring at the top and body of the form, *substitute* "Para 152 (c), Audit Manual".

[Book of Account Forms, 1st Edn. (Rep.), No. 221, dated the 2nd June 1941.]

Office of the————————

No. ———— Dated———————the————————19

FROM

THE————————

TO

THE ————————

————————

SIR,

With reference to your letter/endorsement No ———————, dated the ———————————19 , forwarding the pension papers of ————————————————, I have the honour to inform you that a Pension Payment Order has been issued in his favour on the———————————treasury, and to request that you will be so good as to enter in your register Rs.————, being the commuted value of his pension as debit against the Government of———————————[Article 325 (c), Audit Code]

I have the honour to be,

SIR,

Your most obedient Servant,

(Signature).

(Designation.)

No. 222.

Page 129, Form No S. Y 136—

For the reference " Art 328, Audit Code " occurring at the top of the form, *substitute* " Para. 168, Audit Manual ".

[Book of Account Forms, 1st Edn. (Rep.), No. 222, dated the 2nd June 1941.]

THE——————

SIR,

The —————— having in ———— letter No. —— dated —————— sanctioned the grant of a —————— pension of Rs. ———— per mensem to ——————, I have the honour to request that you will be so good as to forward to this office his/their descriptive roll/rolls * together with his/their left-hand thumb and finger impressions so as to enable me to issue a P. P. O in his/their favour.

*Name of payee.
Sect or caste.
Father's name.
Residence.
Date of birth.
Height.
Personal marks of identification.

I have the honour to be,

SIR,

Your most obedient Servant,

(Signature.)

(Designation.)

K

(...wise.)

No

(OF)FICE OF THE

——————, *dated* —————— 19 .

——————

THE ——————

SIR,

The —————— having in ———— letter No. —— dated —————— sanctioned the grant of a —————— pension of Rs. ———— per mensem to ——————, I have the honour to request that you will be so good as to forward to this office his/their descriptive roll/rolls * together with his/their left-hand thumb and finger impressions so as to enable me to issue a P. P. O in his/their favour.

*Name of payee.
Sect or caste.
Father's name.
Residence.
Date of birth.
Height.
Personal marks of identification.

I have the honour to be,

SIR,

Your most obedient Servant,

(Signature.)

(Designation.)

No. 223.

Page 130, Form No. S. Y. 137—

For the reference "Art. 331 (*b*), Rule 1, Audit Code" at the to form, *substitute* "Rule under Para. 155, Audit Manual".

[Book of Account Forms, 1st Edn. (Rep) No. 223, dated the 2nd June 1941.

OFFICE OF THE

————————*dated* ————————*19* .

No.————

FROM

THE

To

THE TREASURY OFFICER,

SIR,

With reference to Pension Payment Order No. , dated issued on your Treasury in favour of , I have the honour to state that his pay certificate having been received from the payment of his pension should be made with effect from and that my note on the Pension Payment Order that "no payment sho be made until the last-pay certificate is produced," may now be considered cancelled.

I have the honour to be,

SIR,

Your most obedient servant.

(Signature).

(Designation).

Pages 131-32, Form No S. Y. 138—

Delete this form.

[Book of Account Forms, 1st Edn (Rep) No. 224, dated the 2nd June 1941.]

(Obverse.)

OFFICE OF THE

*No.*____ *Dated* ______ *the* ______

M

THE

THE TREASURY OFFICER,________

I have the honour to request that you will be so good as to arrange payment from the Treasury of the sum of Rs. ( ) less income Tax of Rs. to late , being the amount of Gratuity ctioned to him in letter No. dated from the . The particulars regarding his identification are stated below :—

ate of irth.	Father's name	Personal marks of Identification.	Height.	Race, Sect and Caste.	Residence showing Village and Pergunnah
			Ft in.		

2. The gratuity is chargeable to ________

N.B.—The date of payment may please be intimated to this office as soon as a gratuity argeable to Local Fund is paid.

3. The acquittance of the gratuitant, unless he is exempted by rule or pecial orders of the Local Government from personal appearance, should e taken on the reverse of this order, with a one-anna receipt stamp if ecessary.

4. The service book herewith returned should be made over to the ratuitant and he should be informed of the issue of this order / directed to appear at the Sub-Treasury o receive payment of his gratuity.

5. Please acknowledge receipt of this Order.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

No. 223.

Page 130, Form No. S. Y. 137—

For the reference "Art. 331 (*b*), Rule 1, Audit Code" at the to[p of]
form, *substitute* "Rule under Para. 155, Audit Manual".

[Book of Account Forms, 1st Edn. (Rep) No. 223, dated the 2nd June 1941.]

OFFICE OF THE

—————————*dated*—————————19 .

No.————.

FROM

THE

To

THE TREASURY OFFICER,

SIR,

With reference to Pension Payment Order No , date[d]
issued on your Treasury in favour of
, I have the honour to state that his
pay certificate having been received from the
payment of his pension should be made with effect from
and that my note on the Pension Payment Order that "no payment sh[ould]
be made until the last-pay certificate is produced," may now be considere[d]
cancelled.

I have the honour to be,

SIR,

Your most obedient servant.

(Signature).

(Designation).

Pages 131-32, Form No S. Y. 138—

Delete this form.

[Book of Account Forms, 1st Edn (Rep) No 224, dated the 2nd June 1941.]

(*Obverse.*)

OFFICE OF THE

*No.*____ *Dated* ____ ____ *the* ____

M

THE

THE TREASURY OFFICER, ____

I have the honour to request that you will be so good as to arrange payment from the Treasury of the sum of Rs. ( ) less income Tax of Rs. to late , being the amount of Gratuity ctioned to him in letter No. dated from the . The particulars regarding his identification are stated below :—

ate of irth.	Father's name.	Personal marks of Identification.	Height.	Race, Sect and Caste.	Residence showing Village and Pergunnah
			Ft. in.		

2. The gratuity is chargeable to ____

N.B.—The date of payment may please be intimated to this office as soon as a gratuity argeable to Local Fund is paid.

3. The acquittance of the gratuitant, unless he is exempted by rule or pecial orders of the Local Government from personal appearance, should e taken on the reverse of this order, with a one-anna receipt stamp if ecessary.

4. The service book herewith returned should be made over to the ratuitant and he should be informed of the issue of this order / directed to appear at the Sub-Treasury o receive payment of his gratuity.

5. Please acknowledge receipt of this Order.

I have the honour to be,

SIR,

Your most obedient servant,

(*Signature*)

(*Designation*)

(Reverse.)

Received Payment

(Signature with designation and thumb impression.)

(For use in the Accountant General's Office)

Payments for the 1st/2nd Schedules.

Rs.

45, Superannuation Allowances and Pensions

Gratuities Rs.

Admitted Rs.

Auditor

A. A. O./A. A. G.

No. 225.

Page 133, Form No. S. Y. 139—

For the reference " Art. 341, Rule 1, Audit Code " at the top of the form *substitute* " Para. 164, Rule, Audit Manual ".

[Book of Account Forms, 1st Edn (Rep) No 225, dated the 2nd June 1941.]

(Obverse).

To be returned within a week with reply noted on right hand margin.

OFFICE OF THE

——— *dated* ——— *19*

No

To

THE TREASURY OFFICER,

Please refer to Memo. on the reverse showing the gratuities remaining unpaid at your treasury, and ascertain and report the cause of the non-appearance of the gratuitants.

(Signature)

(Designation)

REPLY.

No. *dated*

To

THE

Returned with report noted against each item of Memo. on the reverse.

(Signature)

(Designation)

(Reverse.)

Memo. showing the gratuities remaining undrawn.

Number and Date of the Payment Order.	Name of the gratuitant.	Amount of gratuity.		Explanation of the Treasury Officer, with report as to the cause of non-appearance of each gratuitant.
		Rs.	A. P.	

No. 226.

Page 134, Form No. S. Y. 140—

For the word "pensioner" occurring in line 2 of the body of the form *substitute* "Pensioners".

[Book of Account Forms, 1st Edn. (Rep) No. 226, dated the 2nd June 1941.]

No............

Office of the

Dated..........the..............19

To

....

....

with the prescribed rules for the identifi-
attendance at this office is due befor

Signature................
(Designation).............

No. 227.

Page 134, Form No. S. Y. 140-A.—

For the column 3 "Monthly amounts".

[Book of Account Forms, 1st Edn. (Rep) No 22

PART

Pensions exceeding Rs. , but not exceeding Rs. , a month.

No. of P. P. O.	Name of pensioner	Amount of Pension (Monthly amount)			Age last birthday.	REMARKS.
		Rs.	a	p		

Page 135, Form No. S. Y. 141—

(i) *For* the reference " Art. 348, Audit Code " at the top of the form *substitute* " Para 171, Audit Manual "

(ii) *For* the words " attest " and " on " occurring in lines 1 and 2 of the body of the form, *substitute* " test " and " at " respectively.

[Book of Account Forms, 1st Edn (Rep) No. 228, dated the 2nd June 1941.]

OFFICE OF THE	REPLY No.
No. Pn.——*dated*——, *the*——*19* .	*Dated*————*the* ————*19* .
To THE	To THE
MEMO.	MEMO.
Please attest by special enquiries and report ... this office, on an early date ... istence of the undermention ... ho are above 70 years of age :	... below.

No. of P. P. O.	Date of birth.	Name.	Result of enquiry

(Signature)

(Designation)

(Signature)

(Designation)

No. 226.

Page 134, Form No. S. Y. 140—

For the word "pensioner" occurring in line 2 of the body of the form, *substitute* "Pensioners".

[Book of Account Forms, 1st Edn. (Rep) No. 226, dated the 2nd June 1941.]

No............

Office of the

Dated..........the..............19

To

....

....

Please note that, in accordance with the prescribed rules for the identification of pensioners your personal attendance at this office is due before you draw your next pension bill.

Signature................

(Designation)..............

No. 227.

Page 134, Form No. S. Y. 140-A.—

For the column 3 "Monthly amounts".

[Book of Account Forms, 1st Edn. (Rep) No 22

PART

Pensions exceeding Rs. , but not exceeding Rs. , a month.

No of P. P. O.	Name of pensioner	Amount of Pension (Monthly amount)			Age last birthday.	REMARKS.
		Rs	a	p		

S. Y. 146.

(*See* Art. 914 C. S. R.)

(To be printed on fool-cap quarto)

OFFICE OF THE

*No.*______ *Dated*____________*19*

FROM

THE ____________

TO

THE ____________

SIR,

I have the honour to forward, for orders, an application for ____________ on behalf of ____________

____________ received from the ____________ with his letter No. , dated ____________.

2. The report required from this office, and the papers (specified below) connected with the application, are also forwarded.

I have the honour to be,

SIR,

Your most obedient servant,

(*Signature*)

(*Designation*)

Specification of papers transmitted herewith.

No. and date.	From whom.	To whom.	No. and date.	From whom.	To whom.

S. Y. 145.

[*See* Art. 822 (*a*), C. R. S.]

(To be printed on foolscap quarto)

OFFICE OF THE ——————

——————

No. , *dated* —————— *the* —————— *19*

FROM

THE ——————

——————

TO

THE ——————

——————

SIR,

I have the honour to request that you will be so good as to forward the Service Book of ——————

——————

who has been $\frac{\text{transferred to}}{\text{reverted from}}$ Foreign Service under Orders contained in the ——————

to enable this office to insert the note required by $\frac{\text{Art. 822 (a)}}{\text{subsidiary rule}}$ $\frac{\text{of the C. S. R.}}{\text{framed by the Government of —}}$

I have the honour to be,

SIR,

Your most obedient servant,

(*Signature*)

(*Designation*)

(2nd page.)

Calculation of Average Emoluments and Pension.

to at Rs.

(3rd page.)

PRECIS.

Letter No.________, *dated*______*from the*__________*submitting* *to*________ *through this office an application for* $\frac{Pension}{Gratuity}$ *of the officer named below :—*

Name
Employment
Date of Birth
Age at entry
Age at retirement

	Yrs.	Ms.	Ds.	Yrs.	Ms.	Ds.
Total service, *viz.*, from to						
Deduct.						
1. Service before attaining the age of 16 (Inferior) / 18 (Police) / 20 (Superior) years						
2. Service in inferior grade						
3. Period of leave with allowance in excess of one / two years						
4. Do. without allowances						
5. Do. irregularly granted						
6. Period of service not verified						
7. Absence prolonged after end of leave						
8. Non-qualifying service						
9. Absence without leave						
10. Service after date of Medical Certificate						
11.						
12.						
13.						
Net Service						

Particulars of orders regarding suspensions, breaks, etc., with reference to papers
By whom pronounced unfit }
Cause of grant of invalid certificate } *vide* page____of the pension papers.
When invalidated
Average emoluments
Amount of { Pension / Gratuity } *vide* calculation on page 2 of this form. *vide* calculation on page 2 of this form.
Articles applicable to the case
Up to what date paid
Where payable
Chargeable to

NOTE.—In the case of the Indian Civil Service and other officers in whose case there is no form of application for pension, details regarding "periods of military service" and "Governments under which service has been rendered in order of employment" should be recorded on this page.

Pages 138-139, Form No. S. Y. 147—

1st. Page

(i) *Substitute* "debitable" *for* "chargeable" in line 7 of the certificate.

(ii) In lines 7—8 of the certificate, *for* "Central / Provincial Revenues" and "Voted / Non-voted" *substitute* "Central Government / Government of .." and "Voted / charge/non-voted" respectively.

3rd page.

(i) *For* the word "officer" occurring at the top, *substitute* "Government servant".

(ii) *For* the word "Chargeable" in the last item, *substitute* "Debitable".

(iii) In the seventh line from the bottom *for* "invalidated" *substitute* "invalided".

[Book of Account Forms, 1st Edn. (Rep.) No. 229, dated the 2nd June 1941.]

Sanc
Date
From
Diar
Date

Certificate and Report of the ____________

______ *No.* ______, *dated* __________ *19* .

CERTIFIED that (subject to the remarks recorded below) qualifying service of late in grades has been duly proved for years months and days; and that a pension / gratuity not exceeding Rs per mensem / per annum is admissible under Articles of the Civil Service Regulations. The calculations have been duly verified. The pension / gratuity is ~~chargeable~~ debitable to Central / Provincial Revenues in the following manner, Is voted / non-voted and will commence from

As the date of application is later than the date of retirement the pension, may commence from the date of application or from the date of retirement according as the sanctioning authority directs under Article 910, Civil Service Regulations. Attention is invited to Article 470, of the Civil Service Regulations.

Reporter, Supdt. A. A. O. A. O.

It rests with the sanctioning authority to determine whether the medical certificate of the applicant signed by a single Medical Officer and sent in support of the application should be accepted, or whether the applicant should be required to appear before a medical invaliding committee in terms of Article 442 (d), Civil Service Regulations.

The attention of the sanctioning authority is invited, with reference to the entry in space 6, page 2, of this form and to the date of enrolment according to the service roll to the written statement of the applicant and the testimony of his contemporary employee (Vide annexures). The admission or rejection of the service from To will depend upon the value attached to the evidence therein afforded.

The

(2nd page.)

Calculation of Average Emoluments and Pension.
to at Rs.

(3rd page.)

PRECIS.

No.________, dated______from the__________submitting to________through this office an application for Pension/Gratuity of the officer named below :—

e________
loyment________
of Birth________
at entry________
at retirement________

	Yrs.	Ms.	Ds.	Yrs.	Ms.	Ds.
al service, *viz.*, from to						
Deduct.						
Service before attaining the age of {16 (Inferior) / 18 (Police) / 20 (Superior)} years						
Service in inferior grade						
. Period of leave with allowance in excess of one/two years.						
Do. without allowances						
Do. irregularly granted						
. Period of service not verified						
. Absence prolonged after end of leave						
. Non-qualifying service						
. Absence without leave						
. Service after date of Medical Certificate						
. Period of suspension						
. Temporary service						
. Period out of employment						
Net Service						

articulars of orders regarding suspensions, breaks, etc., with reference to papers________

By whom pronounced unfit / ause of grant of invalid certificate } ______ *vide* page____of the pension papers

hen invalidated________

verage emoluments________ *vide* calculation on page 2 of this form.

mount of {Pension / Gratuity} ________ *vide* calculation on page 2 of this form.

rticles applicable to the case________

p to what date paid________

here payable________

hargeable to________

NOTE.—In the case of the Indian Civil Service and other officers in whose case there is o form of application for pension, details regarding "periods of military service" and Governments under which service has been rendered in order of occurrence" should be recorded on this page

(4th page.)

A full statement of leaves taken. [*For exercising the check prescribed in Article 323 (c), Audit Code.*]

Privilege leave.				Other leave.					Remarks
From	To	Period.		From	To	Period.			
		Months.	Days.			Years.	Months.	Days.	

Details of the methods of service verification.

Office to which attached	Period.		How verified.	Reference to page in bundle	Remarks, specially explanation why service in other than Government offices treated as qualifying.
	From	To			

Page 141, Form No. S. Y. 143 (as amended ... February 1938)—

For " invalidating " in line 1 of para. 3 *substitute* " invaliding ".

[Book of Account Forms, 1st Edn. (Rep) No. 229, dated the 2nd June 1941.]

Office of the

No. Pen. *Dated* ________ *the* ________ *19*

MEMORANDUM.

With reference to his letter No.__________dated__________ forwarding the $\frac{\text{Pension}}{\text{Gratuity}}$ papers of__________________ late__________________ the__________________ is informed that__________________ of Rs. __________________ __________________per mensem has been found admissible and that a $\frac{\text{Pension}}{\text{Gratuity}}$ Payment Order is being issued to the Treasury Officer, __________________for payment of the $\frac{\text{Pension}}{\text{Gratuity}}$ to the applicant who should be instructed to appear at the__________________Treasury to receive payment.

2. It is assumed that the medical certificate invalidating the applicant, granted by the__________________ has been accepted by the__________________ with reference to Article 442 of the Civil Service Regulations.

3. The recovery of the leave allowances amounting to Rs.__________________overdrawn by the applicant in respect of the irregular grant of the__________________ leave from__________________to__________________ has been waived under Article 323 (c) of the Audit Code.

4. The $\frac{\text{Pension}}{\text{Gratuity}}$ papers are herewith returned with the exception of the applicant's last-pay certificate and the copy of the first page of the application which have been retained in this office.

(*Signature*)

(*Designation*)

To __________________

S. Y. 149.

(*See* Art. 925, C. S. R.)

(To be printed on foolscap folio.)

Office of the ________

Report on the application for an anticipatory pension under Article 925, Civil Service Regulations.

1. Name of applicant ________
2. Last employment ________
3. Qualifying service proved for ________
4. Amount of anticipatory pension recommended for sanction as per calculation on the reverse ________
5. Date from which the pension is to commence ________
6. Place of payment ________
7. Other remarks (if any) ________

Reporter. *Senior Accountant* ________

Sanctioned.

(*Signature*)

(*Designation*)

No. and date of the Anticipatory Pay order ________

Treasury on which issued ________

Senior Accountant ________

S. Y. 150.

(*See* Art. 925 (*a*), C. S. R.)

(To be printed on fool-cap quarto.)

OFFICE OF THE__________________________

*No.*__________, *dated*____________*19* .

FROM

THE________________________

To

THE________________________

SIR,

With reference to your $\frac{\text{letter}}{\text{endorsement}}$ No. dated the , I have the honour to state that orders for the payment of an anticipatory pension to________________ will be issued on receipt of the enclosed form of declaration duly signed by $\frac{\text{you}}{\text{him}}$ together with $\frac{\text{your}}{\text{his}}$ last-pay certificate and the following particulars for $\frac{\text{your}}{\text{his}}$ identification :—

(*a*) Race, sect and caste.

(*b*) Residence.

(*c*) Date of beginning and end of service.

(*d*) Place of payment.

(*e*) Height.

(*f*) Personal marks of identification.

(*g*) Left hand thumb and finger impressions on a separate slip of paper.

2. If $\frac{\text{you}}{\text{the applicant}}$ $\frac{\text{have}}{\text{has}}$ retired on production of a medical certificate, a copy of it also should be enclosed.

I have the honour to be,

SIR,

Your most obedient servant,

(*Signature*)

(*Designation*)

In the case of European ladies, gazetted Government servants, Government title holders and other persons who may be specially exempted by Government, thumb and finger impressions and particulars of height and personal marks are not required.

S. Y. 151.

(*See* Art. 925 (*a*), C. S. R.)

(To be printed on foolscap quarto.)

DECLARATION.

Whereas the ______________________________

has consented, provisionally, to advance to me the sum of Rs. (   )

____

____

a month in anticipation of the completion of enquiries necessary to enable [illegible] amount of my Pension, I hereby acknowledge [illegible] rce, I fully understand that my Pension is [illegible] pletion of necessary formal enquiries, and I [illegible] to such revision on the ground that the provisional Pension now to be paid to me exceeds the Pension to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the Pension to which I may be eventually found entitled.

Dated   *Signature with Designation.*

No. 231.

Page 144, Form No. S. Y. 151-A.—

For " 193 " *substitute* " 19   ", wherever it occurs in the form

[Book of Account Forms, 1st Edn. (Rep) No. 231, dated the 2nd June 1941.]

193

Subject :—Pension papers of Mr

SIR,

I have the honour to invite a reference to your letter / this office endorsement No. dated the 19 regarding the grant of a provisional Pension to Mr. and to enquire when I may expect to receive his final pension papers for report in this office. / duly completed as intimated in the endorsement. In this connection, attention is invited to Articles 929-30, Civil Service Regulations.

2. The cause of delay in the submission of the pension papers should also be explained.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

S. Y. 152.

(*See* Art. 938, C. S. R.)

(To be printed on foolscap folio.)

OFFICE OF THE

No. — , *dated*————, *the*————*19* .

FROM

THE

To

THE

SIR,

I have the honour to forward a copy of Memo. No ————, dated the ——— 19 , from the ———————— sanctioning a ——————— $\frac{\text{Pension}}{\text{Gratuity}}$ of Rs. (   ) ——————— a month to ——————— late a ——————— ——————— together with a copy of the first page of the application for $\frac{\text{Pension}}{\text{Gratuity}}$ a card bearing his left hand thumb and finger impressions and a Last-Pay Certificate, and to request that you will be so good as to arrange for the payment of his $\frac{\text{Pension}}{\text{Gratuity}}$ at the rate mentioned above from the Treasury at ——————— with effect from the ——————— 19   The checks prescribed in Article 938, Civil Service Regulations, have been exercised.

2. The $\frac{\text{Pension}}{\text{Gratuity}}$ is debitable to ———————

3. $\frac{\text{No portion of the pension has been commuted}}{\text{A sum of Rs.   out of the original pension has been commuted.}}$

4. Please acknowledge receipt of the documents

I have the honour to be,
SIR,
Your most obedient servant,

(*Signature*)
(*Designation*)

Enclosures.

(1) Copy of the memo of sanction.

(2) Copy of 1st page of application for $\frac{\text{Pension}}{\text{Gratuity}}$

(3) Last-Pay Certificate.

(4) Left hand thumb and finger impressions card.

Copy forwarded for information to ——————— Government pensioner, — — with reference to his application dated, the ————19 .

Copy forwarded to ——————— for information.

(*Signature*)
(*Designation*)

S. Y. 153.

(*See* Art. 939, C. S. R.)

(To be printed on foolscap folio.)

Pension Payment Orders for Groups of Political Pensioners in charge of a political officer payable at.. ....Treasury.

No. of Pension Payment Order.	Name and Caste of Pensioner.	Class of Pension.	Monthly Amount.			Date of		Height.		Residence.	Personal Marks of Pensioner.	Remarks.
						Govt. order.	Birth.	Feet.	Inches.			
			Rs.	A.	P.							

Office of the Accountant General, } 19 . }

Accountant General.

Page 147, Form No. S. Y. 154—

For the words "disbursing officer's half" occurring in line 6 of the body of the letter, *substitute* "disburser's half."

[Book of Account Forms, 1st Edn. (Rep) No. 232, dated the 2nd June 1941.]

(To be printed on foolscap folio)

OFFICE OF THE ______________________________

No. ______ *Dated* *, the* ______________ *19* .

FROM

THE ______________________________

T

THE TREASURY OFFICER,

____

SIR,

I have the honour to forward herewith P. P. O. No. __________ in favour of ______ ______________________________ late ______ ______________________________ for Rs. ______ ______ per mensem and to request that the pensioner's [illegible] be made over to him after obtaining his signature on the [illegible] f after you have satisfied yourself of his identity and [illegible] both halves as they are made. The slip bearing the left hand thumb and finger impressions of the pensioner is also enclosed.

Please acknowledge receipt.

I have the honour to be,
SIR,
Your most obedient servant,

(Signature)
(Designation)

No. *Dated* ______________________________

Copy forwarded to ______________________________

______________________________ for information with reference to his letter No. ________, dated ______________________ 19 , with the request that the pensioner may be directed to appear before the Treasury Officer, __________ ______________ to receive payment. The enclosures of the above letter which are no longer required are herewith returned.

(Signature)
(Designation)

S. Y. 155.

(*See* Art. 950, C. S. R.)

(To be printed on foolscap quarto.)

OFFICE OF THE ______________________________

No. ______, *dated* ______________, *the* __________ *19* .

FROM

THE ______________________________

To

____

____

SIR,

With reference to your ________, No. ________, dated ________ ________, returning both halves of Pension Payment Order No. ________, issued in favour of ______________________ ______________________________ late ______________________________, for transfer of the payment of his pension to the ________ Treasury, I have the honour to invite your attention to Article 950 of the Civil Service Regulations and to request that you will be so good as to state the circumstances under which the transfer has been applied for. This information should always be furnished with applications for transfer.

I have the honour to be,

SIR,

Your most obedient servant,

(*Signature*)

(*Designation*)

S. Y. 156.

(*See* Art. 951, C. S. R.)

(To be printed on foolscap quarto.)

OFFICE OF THE

No. ______ __________, *dated* ______ ___ ___*19* .

FROM

THE

To

THE

SIR,

I have the honour to forward herewith both halves of a Pension Payment Order No. ____, dated the __________ 19 , in favour of ________________________________

a Government pensioner, duly $\frac{\text{cancelled}}{\text{enfaced}}$, and to request that you will please arrange for payment of the pension of Rs. ________ per mensem from the _______________ Treasury with effect from ____________ .

2. $\frac{\text{No portion of the pension has been commuted}}{\text{A sum of Rs. out of the original pension has been commuted.}}$

3. The pension is debitable to ______________

4. For further particulars please see the reverse.

5. Please acknowledge receipt of the Pension Payment Order.

I have the honour to be,

SIR,

Your most obedient servant,

(*Signature*)

(*Designation*)

Copy forwarded for information to ________________, Government pensioner ____________, with reference to his application dated the ____________.

(*Signature*)

(*Designation*)

Reverse of S. Y. 156.

(*i*) Date of commencement of pension (original).

(*ii*) Total period of Military Service (in years, months and days).

(*iii*) Date of commencement and end of each period of Military service.

(*iv*) Government under which service has been rendered in order of employment.

S. Y. 155.
(*See* Art. 950, C. S. R.)
(To be printed on foolscap quarto.)

OFFICE OF THE ____________________

No. ______, *dated* ______________, *the* ________19 .

FROM

THE ____________________

To

____

____

SIR,

With reference to your ______, No. ______, dated ______ ______, returning both halves of Pension Payment Orde No. ______, issued in favour of ______________________ late ______________________ for transfer of the payment of his pension to the ______ Treasury, I have the honour to invite your attention to Articl 950 of the Civil Service Regulations and to request that yo will be so good as to state the circumstances under which th transfer has been applied for. This information should alway be furnished with applications for transfer.

I have the honour to be,
SIR,
Your most obedient servant,

(*Signature*)
(*Designation*)

S. Y. 156.

(*See* Art. 951, C. S. R.)

(To be printed on foolscap quarto.)

OFFICE OF THE

No. ______ ________, *dated* ______ ___ ___ *19* .

FROM

THE

To

THE

SIR,

I have the honour to forward herewith both halves of a Pension Payment Order No. ____, dated the ________ 19 , in favour of ______________________

a Government pensioner, duly $\frac{\text{cancelled}}{\text{entaced}}$, and to request that you will please arrange for payment of the pension of Rs. ________ per mensem from the __________ Treasury with effect from ________ .

2. $\frac{\text{No portion of the pension}}{\text{A sum of Rs.}}$ ___

3. The pension is ________

4. For further particulars please see the reverse.

5. Please acknowledge receipt of the Pension Payment Order.

I have the honour to be,

SIR,

Your most obedient servant,

(*Signature*)

(*Designation*)

Copy forwarded for information to ____________, Government pensioner ________, with reference to his application dated the ________.

(*Signature*)

(*Designation*)

Reverse of S. Y. 156

(*i*) Date of commencement of pension (original).

(*ii*) Total period of Military Service (in years, months and days).

(*iii*) Date of commencement and end of each period of Military service.

(*iv*) Government under which service has been rendered in order of employment.

Page 150, Form No. S. Y. 157—

For the term "Collector's half" occurring in line 4 of the body of the letter, *substitute* "Disburser's half."

[Book of Account Forms, 1st Edn. (Rep) No. 233, dated the 2nd June 1941.]

[*See* Art. 951 (*a*), C. S. R.]

(To be printed on foolscap quarto.)

OFFICE OF THE ______________________

____

Dated __________, *the* __________ *19* .

No. ________

FROM

THE ______________________

____

TO

THE ______________________

____

SIR,

Pensioner ______________________

who has hitherto drawn his pension from your Treasury having applied for transfer of payment of his pension to the ________ Treasury, I have the honour to request that ~~Collector's half~~ both halves of his Pension Payment Order No. ________ may be returned to this Office or necessary action.

I have the honour to be,

SIR,

Your most obedient servant,

Signature ______________________

Designation ______________________

S. Y. 159.

(*See* Art. 959, C. S. R.)

(To be printed on foolscap quarto.)

OFFICE OF THE

No.——— *Dated*——————*the*——————*19* .

FROM

THE

TO

THE TREASURY OFFICER,

———————— ———

The——————————————————having sanctioned the grant of a————pension of Rupees ( ) ——— per mensem to——————

——————————————————

(deceased), late————————, I have the honour to request that you will be so good as to pay the arrears of the pension due from the————to the————to the heirs/heir of the deceased after you have satisfied yourself of their/his identity and claim.

A copy of the first page of the application for pension of the deceased is herewith enclosed for information.

I have the honour to be,

SIR,

Your most obedient servant.

(*Signature*)

(*Designation*)

S. Y. 160.

(See Arts. 959-960, C. S. R.)

(To be printed on foolscap folio.)

ARREARS OF PENSION DUE TO DECEASED PENSIONERS.

The following documents are required :—

(1) of arrears.

(2)

(3) stamped and signed.

(4) A certificate of death specifying the exact date of death.

[NOTE.—This certificate should be given by the doctor who attended the deceased or by Ministers of Religion or by a Magistrate or Justice of the Peace or any Gazetted Officer. It may also be a duly attested extract from the Register of Deaths.]

(5) An indemnity bond or, if the pensioner has left a Will the Probate of the Will should be produced, but in the case of arrears not in excess of Rs. 500, a heirship certificate signed by a Magistrate or a Justice of the Peace in the following form will suffice :—

" I do hereby certify that Mr.______________
a Government pensioner, died at______________
on the______________leaving behind
him______________
____
as his sole surviving legal heirs and representatives."

Date

[NOTE.—The two sureties who sign the indemnity bond should be Government servants in receipt of at least Rs. 100 *per mensem* or any other approved persons.]

The above papers carefully filled in should be brought to the Pension Department of the Accountant General's Office in lieu of which a brass token will be handed over to the presenter of the papers. The payment of the arrears if found in order will be made the following day.

The papers should on no account be sent through Post.

No.

Forwarded to
for information and guidance with reference to his letter, dated

OFFICE OF THE ______________, } *Signature*______________

*The*______________*19* . } *Designation*______________

Page 153, Form No. S. Y. 161—

Delete the word " No. " at the bottom of the form and for the word " En sure " *read* " Enclosures ".

[Book of Account Forms, 1st Edn. (Rep) No. 234, dated the 2nd June 19141.]]

(To be printed on foolscap quarto)

OFFICE OF THE

No.—— ————, *dated* ———— *19* .

FROM

THE

TO

THE TREASURY OFFICER.

SIR,

I have the honour to forward a copy of $\frac{\text{Docket}}{\text{Letter}}$ No.———, dated———— 19 , from the Treasury Officer————, together with both halves of Pension Payment Order No.——— in favour of———— (deceased) and other papers concerning the deceased, and to request that you will be so good as to arrange for the payment from the ————Treasury of the arrears of the pension at Rs.———— per mensem due from———— to ———— to the $\frac{\text{heir}}{\text{heirs}}$ of the deceased pensioner after you have satisfied yourself of $\frac{\text{his}}{\text{their}}$ identity and claim.

2. The Pension Payment Order (both halves) should be returned to this office after the payment has been made and noted on the reverse thereof

I have the honour to be,

SIR,

Your most obedient servant,

Enclosure No.————

(*Signature*)

(*Designation*

S. Y. 162.

(See Art. 960, C. S. R.)

(To be printed on foolscap folio)

GUARANTEE FOR DRAWING ARREARS OF PENSIONS DUE TO DECEASED PENSIONERS.

In the event of ____________________ being permitted to draw the arrears of pension amounting to Rs. __________ (in words Rs. ____________________) from the __________ to the __________ due to the late ____________________ P. P. O. No. ______ who died on the ______________ we do hereby jointly and severally engage to refund the amount in case the validity of the claim be hereafter questioned by any other parties and to hold the Government harmless and indemnified against any claim on account of such refund. We further certify that the bill has been signed by the heirs and that the pensioner died intestate.

Signature of Surety No. I.

Surety's occupation and address.

Signature of witness to Surety No. I.

Occupation and address of witness.

Signature of witness to Surety No. I.

Occupation and address of witness.

Signature of Surety No. II.

Surety's occupation and address.

Signature of witness to Surety No. II.

Occupation and address of witness.

Signature of witness to Surety No. II.

Occupation and address of witness.

The __________ *19* .

This guarantee must be stamped under Art II of 1899.

Page 155, Form No. S. Y. 163—

(*i*) *For* the reference " Art. 962, C.S.R." wherever it occurs in the form, *substitute* " Para. 174, Audit Manual ".

(*ii*) *Substitute* the following *for* para. 3 of the form :—

" The pension is voted/charged (non-voted) and is debitable as follows :—

Central Government Civil / Railways / P & T / Defence Head of Account.

Crown Representative.

Government of......

[Book of Account Forms, 1st Edn. (Rep) No. 235, dated the 2nd June 1941.]

To

THE HIGH COMMISSIONER FOR INDIA,
LONDON.

SIR,

In accordance with Article 962 of the Civil Service Regulations, I have the honour to forward a copy of letter No.______ dated______ 19 , of the Government of______ in the______ Department, sanctioning a ______ pension of Rs. (______) a month to______ late______. I forward also a copy of the first page of his application for pension and request that you will be so good as to arrange for the payment of the pension from the Home Treasury, London, with effect from the______ 19 .

No. of Enclosures.

2. The Pensioner's Last-pay Certificate is also herewith sent. / not sent as he is in England on leave.

3. The pension is a Voted / Non-Voted charge and is debitable as follows to

Central Revenues
Provincial Revenues

I have the honour to be,

SIR,

Your most obedient servant.

(*Signature*)

(*Designation*)

No. 236.

Page 156, Form S. Y. 164—

For the reference "Art' 970, C.S.R., wherever it occurs in the form" *substitute* "Para. 178, Audit Manual".

[Book of Account Forms, 1st Edn. (Rep.) No. 236, dated the 2nd June 1941.]

(See Art. 970, C. S. R.)

(To be printed on foolscap quarto.)

OFFICE OF THE

*No.*______ ______ *dated the*________ *19* .

To

THE HIGH COMMISSIONER FOR INDIA,

LONDON.

SIR,

I have the honour to forward herewith the duplicate copy Warrant No. of 19 , issued in favour of pensioner. The information required under Art. 970, Civil Service Regulations, is given below.

1. Whether the pensioner is already on leave in the Colony.

2. Date of his retirement.

3. Date of leaving India.

4. Date of Birth.

I have the honour to be,

SIR,

Your most obedient servant,

(*Signature*)

(*Designation*)

OFFI

No.

FROM

To

SIR,

been

istor

gula

the

ture

the

S. Y. 165.

(See Art. 974, Note 1, C. S. R.)

(To be printed on foolscap quarto.)

(Obverse.)

OFFICE OF THE

No._____________, *dated the* _____________*19* .

FROM

THE

To

____

____

SIR,

An application for permission to resign the service having been received from you, I have the honour to forward for your information and guidance a copy of Art. 981, Civil Service Regulations (please see overleaf), and to invite your attention to the Note to that article from which you will see that failure to furnish the information called for therein may involve delay in the commencement of your annuity.

I have the honour to be,

SIR,

Your most obedient servant,

(*Signature*)
(*Designation*)

(Reverse.)

Article 981, Civil Service Regulations.

"981. An officer on resigning the service must report to the local Government on whose cadre he is borne the place at which he desires that his annuity should be paid, and if he is leaving India, the date of departure of the vessel in which he sails.

Note.—A copy of this article should be furnished by the Accountant General to every officer who applies in India for permission to resign, with the intimation that there will be delay in the commencement of his annuity if he does not furnish the information required by this article".

S. Y. 166.

(See Art. 974, Note 2, C. S. R.)

(To be printed on foolscap folio.)

OFFICE OF THE

*No.*________ __________, *dated*__________19

FROM

THE

To

THE SECRETARY TO THE GOVERNMENT OF________,

FINANCE DEPARTMENT.

SIR,

I have the honour to give the following information required by Note 2 to Article 974 of the Civil Service Regulations regarding____________________________________

____

who has applied for permission to resign the service.

(1) Date on which he made over charge of his office . . . .

(2) The amount of leave granted, if any . . . . . .

(3) Date up to (and including) which leave salary has been drawn .

(4) What demands, if any, are outstanding against the officer .

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

S. Y. 167.

(To be printed on foolscap folio.)

Report on proposal for Commutation of Pensions.

The date of birth of ______________________

being ________ 19 , his nearest exact age is ________

If a sum of Rupees ______________________

be commuted, and the commutation value be sanctioned for payment with effect from a date prior to ____________ 19 , the capitalized value calculated in accordance with the table of present value of monthly pension in Appendix 10, Civil Service Regulations will amount to Rupees ____________

2. The attention of the local Government is drawn to Rule 7 of the Rules in Appendix 10, Civil Service Regulations.
There is sufficient provision in the current year's allotment to meet the charge.
The necessary funds may kindly be provided by reappropriation, as the provision on this account in the current year's budget has been already exhausted.

3. If Government sanction the proposed commutation the date from which the sanction will take effect may kindly be indicated in the order sanctioning the commutation (*vide* Rule 12 of the Rules referred to above).

4. If the applicant's request is granted; he will have to enter into an agreement as required by

5. The charge will be borne by ____________

(Signature)
(Designation)

(To be printed on foolscap folio.)

Report on proposal for Commutation of Pensions.

The date of birth of ______________________

being ____________ 19 , his nearest exact age is ________

If a sum of Rupees ______________________

be commuted, and the commutation value be sanctioned for payment with effect from a date prior to ____________ 19 , the capitalized value calculated in accordance with the table of present value of monthly pension in Appendix 10, Civil Service Regulations will amount to Rupees ____________

2. *The attention of the local Government is drawn to Rule 7 of the Rules in* Appendix 10, Civil Service Regulations.
There is sufficient provision in the current year's allotment to meet the charge.
The necessary funds may kindly be provided by reappropriation as the provision on this account in the current year's budget has been already exhausted.

3. If Government sanction the proposed commutation, the date from which the sanction will take effect may kindly be indicated in the order sanctioning the commutation (*vide* Rule 12 of the Rules referred to above).

4. If the applicant's request is granted, he will have to enter into an agreement as required by ____________

5. The charge will be borne by ____________

(Signature)
(Designation)

S. Y. 166.

(See Art. 974, Note 2, C. S. R.)

(To be printed on foolscap folio.)

OFFICE OF THE

*No.*________ _ _ _ _ _ _ , *dated*_________19

FROM

THE

TO

THE SECRETARY TO THE GOVERNMENT OF______

FINANCE DEPARTMEN

SIR,

I have the honour to give the following information requi by Note 2 to Article 974 of the Civil Service Regulati regarding____________________________

____

who has applied for permission to resign the service.

(1) Date on which he made over charge of his office . . . .

(2) The amount of leave granted, if any . . . . . .

(3) Date up to (and including) which leave salary has been drawn .

(4) What demands, if any, are outstanding against the officer .

I have the honour to be,

SIR,

Your most obedient servant

(*Signature*)

(*Designation*)

S. Y. 167.

(To be printed on foolscap folio.)

Report on proposal for Commutation of Pensions.

The date of birth of __________ being ______ 19 , his nearest exact age is ______

If a sum of Rupees ______ be commuted, and the commutation value be sanctioned for payment with effect from a date prior to ______ 19 , the capitalized value calculated in accordance with the table of present value of monthly pension in Appendix 10, Civil Service Regulations will amount to Rupees ______

2. The attention of the local Government is drawn to Rule 7 of the Rules in Appendix 10, Civil Service Regulations.
There is sufficient provision in the current year's allotment to meet the charge.
The necessary funds may kindly be provided by reappropriation, as the provision on this account in the current year's budget has been already exhausted.

3. If Government sanction the proposed commutation the date from which the sanction will take effect may kindly be indicated in the order sanctioning the commutation (*vide* Rule 12 of the Rules referred to above).

4. If the applicant's request is granted ; he will have to enter into an agreement as required by ______

5. The charge will be borne by ______

(Signature)

(Designation)

(To be printed on foolscap folio.)

Report on proposal for Commutation of Pensions.

The date of birth of ______ being ______ 19 , his nearest exact age is ______

If a sum of Rupees ______ be commuted, and the commutation value be sanctioned for payment with effect from a date prior to ______ 19 , the capitalized value calculated in accordance with the table of present value of monthly pension in Appendix 10, Civil Service Regulations will amount to Rupees ______

2. The attention of the local Government is drawn to Rule 7 of the Rules in Appendix 10, Civil Service Regulations.
There is sufficient provision in the current year's allotment to meet the charge.
The necessary funds may kindly be provided by reappropriation as the provision on this account in the current year's budget has been already exhausted.

3. If Government sanction the proposed commutation, the date from which the sanction will take effect may kindly be indicated in the order sanctioning the commutation (*vide* Rule 12 of the Rules referred to above).

4. If the applicant's request is granted, he will have to enter into an agreement as required by ______

5. The charge will be borne by ______

(Signature)

(Designation)

S. Y. 168.

(To be printed on foolscap folio.)

Office of the ______________________________

No. __________ , *dated* ______________ , *the* ____________ *19* .

FROM

THE ______________________________

To

THE TREASURY OFFICER,

SIR,

The Government of ____________ having in their Department letter No. ____________ , dated ____________ sanctioned the payment of Rupees ______________________ ( ) being the commuted value of Rs. ______________ out of the pension of Rs. ____________ *per* month granted to ______________ late ______________ holder of P. P. O. No. __________ , I have the honour to request you to be so good as to make arrangements for the payment of the amount *on or as soon as possible after* ______________ on simple receipt.

The charge on account of this payment should be shown as a separate item in the body of the list of payments quoting the number and date of this letter as authority, and both halves of the P. P. O. No. ______________ should be returned to this office, after the payment of the commutation value and of the pension up to ______________ has been made and noted thereon, so that a revised P. P. O. at the reduced rate of Rs. ______________ *per mensem* from ______________ may be issued.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

Copy forwarded to ______________

______________ for information.

(Signature)

(Designation)

S. Y. 169.

Covering Slip for Pension Bills.

Paid on________________

Name of Auditor________________________

Serial No.	Number of P. P. O.	Net Amount of Bill.			Initials of Gazetted Officer.
		Rs.	A.	P.	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

No. 237.

Page 162, Form No. S. Y. 170—

For the word "Appropriation" at the top *substitute* "Allotment".

[Book of Account Forms, 1st Edn. (Rep) No. 237, dated the 2nd June 1941.]

S. Y.

...e printed on

...ATION

Budget ~~Appropriation~~ Allotment

Serial No.	Reference.	Name of Pensioner and No. of P. P. O.	Amount of pension.	Amount commuted.	Amount admissible

NOTE.—The monthly total of payments should be worked out in the column for remarks and agreed with the figures in the Consolidated Abstract under the initials of the Superintendent and the Gazetted Officer.

170.

...pen foolscap.)

REGISTER.

Funds available.	Note of sanction.	Place of payment.	Amount sanctioned.	Authority for payment.	Voucher No. and Date of payment.	REMARKS.

(To be printed on open foolsca...

Broadsheet showing the amount annually debited to "60-B—Payments of Commuted Value of Pensions" and adjusted by ... including Interest charged to "45—Superannuation Allowances and Pensions".

No. 238

Page 163, Form No S. Y. 170-A—

For the Major heads "60-B" and "45" wherever they occur in the form *substitute* "83" and "55" respectively.

(ii) *For* the word "charged" occurring in the heading of the form, *substitute* "debited".

(iii) *For* "(c) 19-Interest on Ordinary Debt" in the notes below the form, *substitute* "(c) 22-Interest on Debt and Other Obligations—D—Transfers".

[Book of Account Forms, 1st Edn. (Rep.) No. 238, dated the 2nd June 1941.]

...uring (c) Interest.	Balance outstanding at the end of 19 —19	Remarks.
10	11	12

Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.		Rs. a. p.	

(a) to agree with the figures shown in the consolidated abstract under the head "60 B—Payments of Commuted Value of Pensions".
(b) and (c) debited to "45.—Superannuation Allowances and Pensions" per contra credit to :—
(b) "60 B—Payment of Commuted Value of Pension".
~~(c) "19—Interest on Ordinary Debt"~~.
(b) and (c) must agree with (d).

S. Y. 171.

(To be printed on foolscap quarto.)

Diary No. of 19 -19 .

Note showing the action taken on orders sanctioning pension.

	Dated Initials of Auditor.	Dated Initials of Superintendent.	Dated Initials of Officer incharge.
1. Verified with the office report and found correct . . .			
2. No. P. P. O. issued before			
3. No. A. P. O. issued before			
4. P. P. O. No.________ issued on________			
5. Entered in Audit Register			
6. Entered in Budget Register			
7. Transfer / Mutation of names noted in Audit Register			
8. Transfer / Mutation of names noted in P. P. O. Register			
9. Removed from Budget Register / Entered in Decrease Register			

S. Y. 172

(To be printed on foolscap folio.)

phabetical Register of Pensioners and Gratuitants for 19 -19 .

No.	Diary No.	Date of receipt in office.	Name.	Nature of last employment.	District of payment.

S. Y. 171.

(To be printed on foolscap quarto.)

Diary No.

Note showing the action taken on orders sanctioning pension. of 19 -19 .

	Dated Initials of Auditor.	Dated Initials of Superintendent.	Dated initials of Officer incharge.
1. Verified with the office report and found correct . . .			
2. No. P. P. O. issued before			
3. No. A. P. O. issued before			
4. P. P. O. No.______ issued on______			
5. Entered in Audit Register			
6. Entered in Budget Register			
7. Transfer / Mutation of names noted in Audit Register			
8. Transfer / Mutation of names noted in P. P. O. Register			
9. Removed from Budget Register / Entered in [illegible] Register			

S. Y. 172

(To be printed on foolscap folio.)

Alphabetical Register of Pensioners and Gratuitants for 19 -19

ase No.	Diary No.	Date of receipt in office.	Name.	Nature of last employment.	District of payment.

No. 240.

Page 166, Form No. S. Y. 173—

In the subscription portion of the form *for* "'I' and "servant" *substitute* "I/We" and "servant(s)" respectively.

[Book of Account Forms, 1st Edn. (Rep) No. 240, dated the 2nd June 1941.]

To

THE ——————————

——————————

SIR,

MR. ——————————, a Governm[ent] pensioner, having died on —————————— $\frac{I}{We}$ he[reby] apply for payment to $\frac{me}{us}$ of the arrears of pension from —————— to —————————— due *to* the estate o[f the] said deceased pensioner, amounting to Rs.—————— (in w[ords])

$\frac{I\ am}{We\ are}$ related to the deceased pensioner as —————— and $\frac{am}{are}$ his legal $\frac{heir}{heirs}$ on $\frac{my}{our}$ own behalf and the natural [guar]dian of the remaining minor heirs to the deceased pension[er].

2. The deceased pensioner has left $\frac{a}{no}$ Will, the Prob[ate of] which is herewith forwarded for inspection and return.

3. The documents noted in the *margin are submitted [here]with.

* (1) Pension Payment Order.
(2) A pension bill duly filled up, stamped and signed.
(3) Death Report.
(4) An Indemnity Bond.
(5) An Heirship certificate.

I have the honour to be,

SIR,

Your most obedient serva[nt]

——————————

The —————— *19* .

*(Strike out entries not required.)

S.Y. 174.

(To be printed on foolscap folio.)

Register of Finger Prints of Government Pensioners whose pensions are paid at the————————

No. of P.P.O.	Name.	Impressions of Left Hand.					*Initials of Gazetted officer in whose presence the impression was taken with date.*	Remarks.
		4th or little finger.	3rd or ring finger.	2nd or middle finger.	1st or fore-finger	Thumb.		

S. Y. 176.

[For use by widows, etc.].

(To be printed on foolscap quarto.)

I————————————————————

dow (or daughter) of the late———————————— of the

————————————————do solemnly and sincerely

clare that I am still unmarried.

(*Signature*)

Incumbent,————————————Civil Fund or

Indian Civil Service Family Pension Regulations.

Date ——

*Certified that————————————————appeared befo re

e this day and is still alive.

(*Signature*)

Station ——————————

Date——————————

*To be certified by a Justice of the Peace or a Member of the Covenanted Civil Service.

No. 241.

Page 168, Form No. S. Y. 177—

For "Pensioner's" in the 'Remarks' column *substitute* "Pensioners"

[Book of Account Forms, 1st Edn (Rep) No 241, dated the 2nd June 1941]

177.

(foolscap folio.)

District on behalf of the——————*Government and included in the schedule appertaining to*——————

Payment.		No. of P.P. Order.	Name of Pensioner.	Monthly amount.			Period of claim	Amount.			Deduct Income-tax at—pies per Rupee			Net amount paid.			Remarks.
Date.	No.			Rs.	A.	P.		Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	"The pensioners' receipts and non-employment certificates have been retained in this office."

Office of the——————

——————

Dated——————, *the*——————19

(True extract.)

Signature——————

Designation——————

Pages 169-170, Form No. S. Y. 178—

(i) *Delete* the reference " (See Art. 773, C.S.R.) " at the top of the form,

(ii) *For* item 10 (*b*), *substitute* the following :—

" (*b*) The particular leave rules to which he is subject ."

[Book of Account Forms, 1st Edn (Rep.) No. 242, dated the 2nd June 1941.]

To be returned in original with reply notes in the right-hand column immediately after receipt.

Office of the . No. Dated the 19 .	Reply No. Dated the 19 .
	To
Memo.	Memo.
th reference to No. transferring services of to the State, (Here name Head ce) is requested to ascertain and report llowing information in the right-hand n, and to forward duly completed in t of his services under the British	has the honour to furnish the following information together with Service Book duly completed as desired.
Date and hour (whether before or after noon) at which he was relieved of his duties under the British Government.	1. 19 . Before/After.
Date and hour (whether before or after noon) at which he assumed charge of his duties under the State.	2. 19 . Before/After.
Transit pay sanctioned under F.R. 114	3. Rs.
Treasury into which the contribution will be paid (If a sub treasury, the Treasury to which it is subordinate should be stated).	4.
(a) Substantive appointment under the British Government on which he holds a lien.	5. (a)
) Head of account to which pay was debitable before transfer to Foreign Service.	(b)

Memo.	Memo.
6. Service to which he belongs, *i.e.*, I.C.S., other Superior Services, Provincial Service or Subordinate Service.	6.
7. Date of birth.	7.
8. Pay in British Service from time to time for one year before transfer to Foreign Service.	8. Rs.
9. Pay and allowances (if any) to be paid by the Foreign Employer.	9. Rs.
10. In the case of members of the I.C.S. or other Superior Services (a) Domicile.	10. (*a*)
(*b*) Whether subject to special or ordinary leave rules.	(*b*)
11. In the case of members of Provincial or Subordinate Service, maximum monthly pay of the grade substantively held.	11.
12. Date of commencement of Service.	12.
13. Date of accrual of annual increment.	13.

(Signature)

(Designation

(Signature)

(Designation)

S. Y. 179.

(See Art. 773 C.S.R.)

No. 243.

e 171, Form No. S. Y. 179—

(i) *Delete* the reference "(See Art 773, C.S.R)" at the top of the form,

(ii) In the second sub-para of item (a) in para 1, *delete* the figure "50" d leave blank space after "Rs.".

(iii) In the second line of para. 2 *for* "returued" *read* "returned".

[Book of Account Forms, 1st Edn. (Rep) No 243, dated the 2nd June 1941]

... in connection with the transfer of ... on foreign service he may be requested to note the following:—

(a) The contribution on his sanctioned pay in Foreign Service of Rs payable by him to secure pension/pension and leave salary from the British Government is Rs. for leave salary/for Pension commencing from the date he receives charge of his duties under the Foreign employer. The contribution for the period of transit is Rs. for leave salary/for pension, a month on the pay fixed under Fundamental Rule 114.

Passage Contribution is also payable at the rate of Rs. 50 p. m. *with effect from*

(b) In future the contribution should be regularly paid into the treasury at the rate shown in clause (a), otherwise it will be liable to a charge of interest at as laid down in Subsidiary Rule framed by the Government of

(c) In accordance with Subsidiary Rule framed by Government of , no entries in the Service Book can be attested except by this office.

(d) The officer, if he be a subscriber to the Indian Civil Service (Non-European Members) Provident Fund, is required to pay with effect from to the British Government, in addition to his pension contribution, a sum of Rs. 15 a month over and above the subscription.

2. The Service Book received with the Memo. under reference is returued herewith. Kindly acknowledge its receipt.

(Signature)

(Designation)

2. The contribution for the period from 19 to 19 , at the rates referred to in clause (a) has been paid on 19 , or will be paid on or about 19 , and the instructions conveyed in clause (b) will be duly attended to in the payment of future contributions.

3. The Service Book has been removed.

(Signature)

(Designation)

Page 172, Form No. S. Y. 180—

(*i*) *Delete* the reference "(See Art. 776, C.S.R.)" at the top of the form

(*ii*) *Delete* "No....... ..." at the top.

(*iii*) *For* "Your attention..........contribution" in lines 1-3 of tl Memorandum *substitute* the following :—

"Your attention is invited to Subsidiary rule..........framed by th Government of..... . .and it is requested that the payment of you Pension / pension and leave salary contribution."

(*iv*) In the penultimate line of the "Memorandum" *for* "possibie" *rea* "possible".

[Book of Account Forms, 1st Edn (Rep.) No. 244, dated the 2nd June 1941.]

FROM

THE______________________________

To

____

____

Through the______________________________

MEMORANDUM.

~~Your attention~~ is invited to Article 776 of the Civil Service Regula / Subsidiary Rule framed, by the Govern

and it is requested that the payment of your pension cont

tion for the quarter ending / month of ________________ which

fallen into arrears may be made as early as possibie and

date of payment intimated to this office.

(*Signature*)

(*Designation*)

No. 245.

Page 173, Form No S Y. 181—

(i) *Delete* the reference "(See Art. 776, C.S.R.)" at the top of the form.

(ii) *Delete* also the reference "Article 776, Civil Service Regulations" in the second line of the letter.

(Book of Account Forms, 1st Edn (Rep) No. 245, dated the 2nd June 1941)

SIR,

I have the honour to bring to your notice that, under ~~Article 776, Civil Service Regulations~~ Subsidiary rule——framed by the Government of—— , ——————

on foreign service as ——————
has become liable to a payment of Rs.———— as noted below,* on account of interest on his pensionary contributions, etc., paid after the due date.

Please see that the amount is recovered and paid into the ———— Treasury quoting the number and date of this letter and that the date of recovery is intimated to this office through the Treasury Officer———— in the certificate attached. Please also instruct the officer to pay his contribution in future on due dates.

*Details of interest:—

Particulars of Contributions.						No. of days for which interest is charged	Amount of interest due		
Period for which due.	Amount.			Due date of credit.	Actual date of credit				
	Rs	A.	P.				Rs.	A	P.

I have, etc.,

(Signature)
(Designation)

Y. 181.
(~~776,~~ C. S. R.)
[...]ed on foolscap folio.)

————, dated————, the ——19 .

————————

————————

SIR,

I have the honour to bring to your notice that, under ~~Article 776, Civil Service Regulations~~ Subsidiary rules——framed by the Government of—— , ——————

on foreign service as ——————
has become liable to a payment of Rs.———— as noted below,* on account of interest on his pensionary contributions, etc., paid after the due date.

Please see that the amount is recovered and paid into the ———— Treasury quoting the number and date of this letter and that the date of recovery is intimated to this office through the Treasury Officer———— in the certificate attached. Please also instruct the officer to pay his contribution in future on due dates.

*Details of interest:—

Particulars of Contributions.						No. of days for which interest is charged.	Amount of interest due.		
Period for which due	Amount.			Due date of credit.	Actual date of credit.				
	Rs.	A.	P.				Rs.	A.	P.

I have, etc.,

(Signature)
(Designation)

To

THE ——————

No. — , dated———19 .

The amount communicated in your letter No.———, dated 19 , has been credited as a distinct item in the body of the treasury cash account for the month of————19 .

District - - -

Treasury Officer.

No. 246.

Page 174, Form No. S. Y. 182—

(*i*) *Delete* the reference "[See Art. 822 (*a*), C.S.R.]" at the top of the form.

(*ii*) *Delete* also the reference "Article 832 (*a*) of the Civil Service Regulations" in line 5 of the letter.

[Book of Account Forms, 1st Edn. (Rep.) No. 246, dated the 2nd June 1941.]

(To be printed on foolscap quarto)

OFFICE OF THE

No. *Dated*____________ *the*__________ *19* .

FROM

THE

To

THE

Enclosures:

SIR,

I have the honour to return the Service Book of__________

____

received with your letter No. _____, dated____________19 .

after making the necessary entries therein in accordance with ~~Article 822 (a) of the Civil Service Regulations~~ / Subsidiary rule framed by the Government, regarding his transfer to / reversion from Foreign Service under the____________________________

____

2. The favour of an acknowledgment is requested.

I have the honour to be,

SIR,

Your most obedient servant,

(*Signature*)

(*Designation*)

No. 247.

Page 175, Form No S. Y. 183—

(i) *For* the reference " (See Art. 361, Audit Code) " at the top of the form *substitute* " (See Para. 260, Audit Manual) ".

(ii) In item '8', *leave* blank space after the word " column ".

[Book of Account Forms, 1st Edn. (Rep) No. 247, dated the 2nd June 1941]

OFFICE OF THE

No.

Dated , *the* *19* .

FROM

THE

To

THE

Your application No. , dated 19 , for refund of lapsed deposits, cannot be dealt with for the reason stated in No, . Please be good enough to remove the defect by explanation in the margin, or, where required, by correction of your application or submission of a fresh one. This memo. must, in any case, be returned in original. The application is herewith returned.

1. Date of lapsed statement should be filled in
2. Date of lapsed statement incorrectly shewn as ; it should be corrected to .
3. The balance originally credited to Government should be entered in the column headed " Balance credited to Government " and not the balance outstanding at the time of application for refund
4. Amount not stated, both in figures and words.
5. Discrepancy between amount entered in figures and words
6. The application has not been sent through the . The originally entered has been erased.
7. A fresh application should be submitted.
8. Figure entered in column has been corrected to

(*Signature*)

(*Designation*)

1

1

... incorrect, send a revised one.

12. Deposits of do not lapse to Government till
13. There is no balance in
14. Not traceable in
15. A separate application should be sent for the amounts claimed by each applicant.
16. already sanctioned in my No. of
17. In what list of lapsed deposits included ?
18. List of lapsed deposits not received.
19. Returned for the signature of , *vide* .
20. The district number not given.
21. Total not correct.
22. The name of the claimant has not been entered in the space provided for in the application.
23. The name of the claimant shown in the refund application does not agree with the entry in the lapsed statement.
24. The name of the district and the particular officer from whom the application is received not stated in the space provided for the purpose.

REPLY.

No. 246.

Page 174, Form No. S. Y. 182—

(*i*) *Delete* the reference "[See Art. 822 (*a*), C.S.R]" at the top of the form.

(*ii*) *Delete* also the reference "Article 832 (*a*) of the Civil Service Regulations" in line 5 of the letter.

[Book of Account Forms, 1st Edn. (Rep.) No. 246, dated the 2nd June 1941.]

(To be printed on foolscap quarto.)

OFFICE OF THE

No. *Dated*__________ *the*__________ *19* .

FROM

THE

TO

THE

Enclosures :

SIR,

I have the honour to return the Service Book of__________

____

received with your letter No. _____, dated__________ 19 , after making the necessary entries therein in accordance with ~~Article 822 (a) of the Civil Service Regulations~~ / Subsidiary rule framed by the Government, regarding his transfer to / reversion from Foreign Service under the____________________

____

2. The favour of an acknowledgment is requested.

I have the honour to be,

SIR,

Your most obedient servant,

(*Signature*)

(*Designation*)

No. 247.

Page 175, Form No. S. Y. 183—

(i) *For* the reference " (See Art. 361, Audit Code) " at the top of the form *substitute* " (See Para 260, Audit Manual.) "

(ii) In item '8', *leave* blank space after the word " column ".

[Book of Account Forms, 1st Edn. (Rep.) No 247, dated the 2nd June 1941]

OFFICE OF THE

No.

Dated , *the* 19 .

FROM

THE

TO

THE

Your application No. , dated 19 , for refund of lapsed deposits, cannot be dealt with for the reason stated in No, . Please be good enough to remove the defect by explanation in the margin, or, where required, by correction of your application or submission of a fresh one. This memo. must, in any case, be returned in original. The application is herewith returned.

Date of lapsed statement should be filled in.
Date of lapsed statement incorrectly shewn as ; it should be corrected to .
The balance originally credited to Government should be entered in the column headed " Balance credited to Government " and not the bal- [illegible]

[illegible]

figures and words

6. The application has not been sent through the . The originally entered has been erased

7. A fresh application should be submitted

[illegible]

correct, send a revised one.

12. Deposits of do not lapse to Government till

13. There is no balance in

[illegible] for the

[illegible] mentioned in my No. of .

[illegible] is not correct.

22. [illegible]

23. [illegible]

24. [illegible] officer from whom the application is received not stated in the space provided for the purpose.

(*Signature*)

(*Designation*)

REPLY.

Page 176, Form No. S. Y. 184—

For the word " or " occurring in the heading of the form, *read* " for ".

[Book of Account Forms, 1st Edn. (Rep.) No. 248, dated the 2nd June 1941]

S. Y. 184.

(Double foolscap.)

Broadsheet of Personal Deposits for the year 19 19 .

Districts	Opening Balance on 1st April	Receipts												
		April.	May.	June.	July.	August.	September.	October.	November.	December.	January.	February.	March.	March adjustments.

Districts.	Disbursements												
	April.	May.	June	July.	August.	September.	October.	November.	December	January.	February.	March.	March adjustments.

No. 249.

Page 177, Form No. S. Y. 185—

Delete this form.

[Book of Account Forms 1st Edn. (Rep.) No. 249, dated the 2nd June 1941.

(To be printed on foolscap quarto.)

(Obverse)

THE ______________________

____

THE ______________________

Dated , *the* ______________ *19* .

With reference to your Bills List for 19 , I have the honour to state t the Remittance Transfer Receipt detailed in the reverse and paid in se Provinces in the month of 19 , has not been included in your s List for the month of 19 . Will you, therefore, be so good as state the month of the issue list in which it will be or has been shown.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

(Reverse.)

R. T. R. No.	Date	Drawn by	Drawn on	Amount.

No. 250.

Pages 179-180, Form No. S. Y. 155—

Item 3—

For the reference "Art. 355, C. A. C.", *substitute* "[illegible] Account Code, Vol. II".

In the "Note" below this item, as introduced [illegible] dated the 1st November 1935, *for* "[illegible]", *substitute* "[illegible] Government servant".

Item 6—

For the reference "Article 197, C. A. C.", *substitute* "[illegible] Code, Vol. II".

Item 7—

For the major head No. "XVII", *substitute* "XXI".

Delete the reference "(Art. 199, C. A. C. [illegible])".

Item 9—

Delete the reference "(Note 3 to Art. 199, C. A. C.)".

Item 12.—

For the words "vernacular terms" *substitute* "[illegible] Indian languages".

Item 13—

For the reference "Art. 351, C. A. C.", *substitute* "[illegible] Account Code, Vol. II".

Item 15—

For the reference "Art. 203, C. A. C.", *substitute* "[illegible] Account Code, Vol. II".

Item 18—

For the words "Art. 206, C. A. C." *substitute* "rule".

Item 20—

For the word "the" before "office" read "[illegible]", and *for* the reference "Art. 201, C. A. C.", *substitute* "Art. 125, Account Code, Vol. II".

Item 21—

Delete the word "of" occurring after "year" in the second line.

Item 25—

For the reference "Art. 205, C. A. C.", *substitute* "Art. 12[illegible], Account Code, Vol. II".

[Book of Account Forms, 1st Edn. (Rep.), No. 250, dated the [illegible]]

M42AGO

and not d (Art. ticable, of the of the itor" in money ed. e state it edited to *Please* XVII- awn and it (Note l to the use state body of ld have ipts and e. nature

Deposits [illegible] own in lump in the Extract [illegible]

14. Deposits received and repaid during the month [illegible] shown in the receipt register differs from that shown in the repayment register.

No.	Particulars of objections (Reference to Nos., etc.).
15.	Quarterly certificate that you have examined your Deposit Register not furnished (Art 203, C. A. C.).
16.	Not shown in the clearance register in respect of the items for 19 - 19 . Please either explain or send supplementary clearance register.
17.	Already transferred to the clearance register for 19 -19 . Please explain why again included in the clearance register for 19 -19 .
18.	The item was outstanding on the 31st March 19 and under Art 2[illegible], C. A C., should have lapsed to Government. Reasons for including in clearance register not explained.
19.	The item has already lapsed to Government on the 31st March 19 . Please either explain or remove from the office copy of the lapsed statement.
20.	Kept in clearance register without sanction from the office (Art. 2[illegible] C. A. C.).
21.	Difference between your list of lapsed deposits and this office register for the year of 19 -19 . Please explain. Please state dates of payments of sums marked * or if they have not been paid away, send supplementary list including them, and deduct its total from the memo., citing this reference.
22.	The amount of the balance of original deposits should have been entered in column 3 of the list of lapsed deposits instead of
23.	Difference between the amount of the register and the treasury account. Please explain in communication with the Collector, if necessary.
24.	Errors in the totals in the registers.
25.	Administrator's certificate of balance on the 31st March 19 not furnished (Art. 205, C. A C.).
26.	Differences between the balances in your registers on 31st March 19 and Administrator's certificate.
27.	Rupees should be added/deducted in your next memo. citing this reference as authority.
28.	Please specify *each* Trust Fund, if there are more than one, grouped under the Personal Ledger Accounts.
29.	Registers should be totalled, page by page and the grand total stated in figures as well as in words.
30.	District serial No. of deposits not furnished.
31.	Please point out the particular month in which credit/debit has been afforded

S. Y. 187.

(To be printed on foolscap.)

Half-margin objection on Deposit Repayments.

To be returned in original with reply noted in right hand margin.

OFFICE OF THE————————————

No.————————, dated————————, the————————19 .

To

The————————

————————

The items mentioned below are held under objection for the reasons indicated by the numbers of the undernoted objections noted against them. The defects should be removed without delay and this memo. returned in original with explanations in the margin.

(*Signature*)

(*Designation*)

Reference to item.	Particular of objection (Reference to Nos, etc)	Reply.

Item 1—

For " Head of service ", *substitute* " Head of Account ".

Item 2—

For the words " in which the amount paid by transfer " in line 1, *substitute* " to which the amount was paid by transfer.

For the reference " Art. 340, C. A. C." in line 2, *substitute* " Art. 67, Account Code, Vol. II ".

Item 19—

Substitute the following *for* this item—

" 19. Pay order not signed by the Treasury Officer."

Item 24—

For the reference " Rule X, Appendix 6, C. A. C.", *substitute* " Art. 69, Account Code, Vol. I ".

Item 26—

After " renewal " in line 1 *insert* " of ".

Item 32—

For the words " being in vernacular " in the first line, *substitute* " having been written in a current Indian language "; *delete* the word " vernacular " occurring in the second line and *insert* " in the current Indian language " after the words " payment order " in the third line.

Item 38—

For the words " has been afforded " *substitute* " has been $\frac{\text{afforded}}{\text{raised}}$

Item 39—

For the words " The aggregate amount of the cash account " in line 1, *substitute* " The aggregate amount of the Cash Account ".

Item 40—

For the word " chargeable " in line 2, *substitute* " debitable ".

Item 41—

For the word " chargeable " in line 2, *substitute* " debitable ".

Item 42—

For " account " in the first line, *read* " account ".

Item 44—

For " lapsed deposit " in the second line " *substitute* " lapsed deposits ".

Item 45—

Substitute the following for this item—

" 45. Under the rules of Government, refunds exceeding Rs.......... are not to be remitted by money order. Please explain why the amount was remitted by money order in this case ".

30. When money is remitted by money order, the postal receipt signed by the actual payee should be sent to this office for record. *Please* furnish now and note for future guidance.

31. *Voucher* not received. *Please* expedite despatch.

32. The voucher being *in vernacular, the* nature and the amount of the payment and the name of the payee should have been noted on it in English and the vernacular payment order should have been translated into *English*.

Delete the reference "Clause (3) of Note 1 to Art. 198 (c), ... line.

Item 48—

Delete the reference "[Art. 26 (a), C. A. C.]" in the second line.

Item 49—

For the reference "Art. 24, C. A. C.", *substitute* "the rules issued by Government".

[Book of Account Forms, 1st Edn (Rep), No. 251, dated the 2nd June 1941.]

... have been drawn in manuscript but in the prescribed printed form of ...her.

... of the re-payment register has not been filled up.

... payment ——. Please explain or refund with reference to the memo. Note——. Recoveries of excess payments should not be entered in the body of the receipt register but added in the——memo. as distinct items.

... point out credits which are not traceable in your receipt registers and clearance registers, or recover or refund the amounts with reference to the memo.

...se point out the particular month in which $\frac{\text{credit}}{\text{debit}}$ has been afforded.

... aggregate amount of the cash account in which the item drawn on revenue deposit voucher No. , dated is stated to have been included is not traceable in the cash account Please quote the correct item.

...ments shown in lump sum in your re-payment register. Distinguish amounts chargeable to each deposit

...yment of B deposits shown in lump sum in your re-payment register and memo. Distinguish amounts chargeable to deposits of each year, current and past.

...fference between the amount of the register and treasury account. Please explain in communication with the Collector, if necessary.

...rors in the total in the register

...psed deposits ... Plea... was ... reference.

...hy was amount remitted by money order when item to be refunded exceeds Rs. 100 Please explain. Note 1 to Art 198 (c), C. A. C.

...emittance has been made by money order but the amount of the deposit voucher has been drawn in cash from the treasury instead of "Paid by transfer" credit to Post Office—Clause (3) of Note—1 to Art. 198 (c), C A. C Please explain.

...o. and date of the original deposit shown in the list of repayments in respect of revenue deposit voucher No. , dated do not agree with those shown in the voucher Please state the correct No and date.

...heques (Personal Deposit) issued in favour of Government officials have erroneously been made payable to "Bearer" instead of to "Order" (Art. 26 (a), C. A. C.). Please avoid such mistakes in future

...heques (Personal Deposit) more than 3 months old have been cashed at the Treasury contrary to Art. 24, C A. C. Please avoid such mistakes in future

Rupees should be $\frac{\text{added}}{\text{deducted}}$ in your next memo. citing this reference as authority.

Register should be totalled, page by page and the grand total stated in figures as well as in words.

The error has been / The omission will be treated as a treasury irregularity.

(To be printed on foolscap.)

To be returned with reply within a week from the date of receipt.

No.

OFFICE OF THE

, *the*

FROM

THE

TO

THE

The bills noted below are under objection pending the information or action indicated by number noted against each. Please return this memorandum as early as possible with your reply entered in the column provided for the purpose.

(Signature)

(Designation)

PARTICULARS.							No. of objection.	Reply.
Printed No.	Date of issue.	Drawing Treasury.	Treasury drawn upon.	Amount.				
				Rs.	A.	P.		

2. Clause ———— of Artic ————
Civil Account Code quoted, allows the grant of a Remittance Transfer Receipt for ————

————

———— and not for ————

————

lease note for future guidance and quote the correct ause.

3. The same printed number, namely ———— as been quoted against both the bills. Please quote he correct number of each now, and see that such mistakes do not recur

4. No. Remittance Transfer Receipt can be granted or the purpose of ————
vide Article ————, Civil Account Code).
The proper course would be to ————
————. Please note for future guidance.

5 The premium chargeable on the bill is Rs ———— and not Rs. ———— vide ————
Please recover the sum (Rs ————) now, quoting this memorandum as authority.

6. The article quoted being 169 (1), Civil Account Code, the nature of the public purpose for which the bill was granted should have been briefly stated in the column "Authority for issue" of the Schedule Please state the nature now and see that such an omission does not recur.

7. The special form prescribed for Remittance Transfer Receipt drawn on the Imperial Bank of India has been used for Remittance Transfer Receipts drawn on other Treasuries. Please see that the irregularity does not recur.

8 The particular clause of Article ———— under which the bill was granted has not been quoted in the list. Please quote it now.

9. The bill No ———— for Rs. ———— drawn on ———— Treasury in ————
has been wrongly entered under ———— in your list of Foreign/Local bill issued for ———— Please correct the register of bills issued, if necessary. The Schedule received in this office will be corrected on receipt of your reply.

10. The general or printed number of the bill has been omitted from the list of bills paid/issued Please quote the number in the margin and see that such an omission does not recur in future.

11. The treasury drawn $\frac{\text{by}}{\text{upon}}$ has not been entered in the list of bills $\frac{\text{paid}}{\text{issued}}$ for ________ Please quote it now and avoid such an omission in future.

12. The nature of the public purpose stated in the Schedule, namely ________

is not clearly understood. Please state it more fully now.

13. Please explain why the bill was granted for a sum which is not in excess of Rs. ____ in contravention of Article ________

14. The $\frac{\text{No.}}{\frac{\text{date}}{\text{amount}}}$ of the bill entered in your list of bills $\frac{\text{issued}}{\text{paid}}$ is ________

instead of the actual $\frac{\text{No.}}{\frac{\text{date}}{\text{amount}}}$ ________ as entered on the bill. Please correct the register of bills issued, if necessary. The Schedule received in this office will be corrected, on receipt of your reply.

15. The name of the Treasury on which the bill was drawn is given in your list of bills $\frac{\text{paid}}{\text{issued}}$ as ________ instead of ________ as entered in the bill. Please correct the register of bills issued, if necessary. The Schedule received in this office will be corrected on receipt of your reply.

16. The bill is not entered in your list of bills $\frac{\text{issued}}{\text{paid}}$ for the month. Please point out $\frac{\text{credit}}{\text{debit}}$ or explain cause of omission.

17. The letter which authorises the issue of supply bills on the ________ treasury at a premium of ________ per cent. has not been quoted in the bill list. Please quote it now.

18. The Article and the clause under which the bill was granted should be ________ and not ________ as quoted in the bill list.

19. The name of the treasury on which the bill was drawn is not traceable in the list of treasuries and sub-treasuries in India. Please state why the bill was drawn on ________, when there is no Government Treasury at that place.

20. Why was not the amount credited in your District Treasury and the Treasury Challan sent to ________

21. The Remittance Transfer Receipts having been cancelled, the name of the treasury drawn upon should have been entered in the remarks column of the Schedule (Article 267 of the Civil Account Code). Please see that such an omission does not recur.

22. The precaution enjoined in Article 361 (e) of the ...

23. The Remittance Transfer Receipt has not been [si]gned by the Accountant or the Treasurer as required [b]y Article 361 (f) of the Civil Account Code. Re[tu]rned for completion and retransmission.

24. The date of payment has not been entered. [P]lease avoid the omission in future.

25. Premium does not seem to have been recovered [o]n the following bills issued under Article — — of [th]e ————. Please state why, or recover the [pr]emium now and credit it as a distinct item in the [bo]dy of the Treasury Cash Account, quoting this [m]emorandum as authority.

26. The bill has not been received in this office with [th]e list. Please send it now and explain the omission.

27. The Treasury drawn $\frac{\text{by}}{\text{upon}}$ is a local treasury. [P]lease explain why the amount of the bill was included [in] the Schedule of Foreign Bills $\frac{\text{paid}}{\text{issued}}$. If necessary [th]e Schedule received in this office will be corrected on [re]ceipt of your reply.

28. The treasury drawn $\frac{\text{by}}{\text{upon}}$ is under the audit [c]ontrol of the Accountant-General—————— [(v]ide list of treasuries and sub treasuries in India). Please explain why the amount of the bill was included in the Schedule of local bills $\frac{\text{paid}}{\text{issued}}$. Please correct the register of bills $\frac{\text{paid}}{\text{issued}}$. If necessary the Schedule received in this office will be corrected on receipt of your reply.

29. The bill having been drawn on the Military Treasure Chest at————, the amount should not have been included in the Schedule of $\frac{\text{Foreign}}{\text{Local}}$ bills $\frac{\text{paid}}{\text{issued}}$. Please correct the check register of bills $\frac{\text{paid}}{\text{issued}}$ if necessary. The Schedule received in this office will be corrected on receipt of your reply.

30. The supply bill should have been drawn in multiples of Rs. 100 (*vide* Article 56, Civil Account Code).

31. Please note that the error will be charged as a treasury irregularity.

S. Y. 188-A.

(To be printed on both sides of open foolscap—breadthwise.)

List of Award Statements relating to lands acquired for Public Bodies or Individuals.

Serial No.	District.	Date of credit in the account.	Item No	Amount.			No. and date of Award Statement.		Date of debit in the account.	Date of transfer of possession of the land.	No. and date of despatch of the Award Statement to the Board of Revenue.		Remarks.
				Rs.	A.	P.	No.	Date.			No.	Date.	

(To be pr

No. 253.

Page 189, Form No. S. Y. 189—

For the reference " Art. 410, Audit Code ", at the top of the form, *substitute* " Paras. 186, 190 and 193, Audit Manual ".

[Book of Account Forms, 1st Edn (Rep.) No. 253, dated the 2nd June 1941.]

Office of the

No.

Dated *the* *19* .

FROM

THE

To

THE ______

SIR,

At the instance of the ______

______,

I have the honour to state that a sum of Rs as detailed in the margin is due $\frac{\text{from}}{\text{to}}$ you on account of Fund subscription $\frac{\text{less}}{\text{excess}}$ paid, and to request therefore that you will be so good as to adjust this sum by $\frac{\text{excess}}{\text{short}}$ deduction of Fund subscription in your next pay bill.

I have the honour to be,
SIR,
Your most obedient servant,
(Signature)
(Designation)

Copy forwarded to the Treasury Officer—— for information.

(Signature)
(Designation)

Office o

Dated

FROM

THE

To

THE ______

SIR,

At the instance of the ______

______,

I have the honour to state that a sum of Rs. as detailed in the margin is due $\frac{\text{from}}{\text{to}}$ you on account of Fund subscription $\frac{\text{less}}{\text{excess}}$ paid, and to request therefore that you will be so good as to adjust this sum by $\frac{\text{excess}}{\text{short}}$ deduction of Fund subscription in your next pay bill.

I have the honour to be,
SIR,
Your most obedient servant.

(Signature)
(Designation)

SIR,

At the instance of the ______

______,

I have the honour to state that a sum of Rs. as detailed in the margin is due $\frac{\text{from}}{\text{to}}$ you on account of Fund subscription $\frac{\text{less}}{\text{excess}}$ paid, and to request therefore that you will be so good as to adjust this sum by $\frac{\text{excess}}{\text{short}}$ deduction of Fund subscription in your next pay bill.

I have the honour to be,
SIR,
Your most obedient servant,
(Signature)
(Designation)

Copy forwarded to the Treasury Officer—— for information.

(Signature)
(Designation)

NO. 254.

Pages 190-193, Forms Nos. S. Y. 190, 191 and 192—

Delete these forms.

[Book of Account Forms, 1st Edn. (Rep), No. 254, dated the 2nd June 1941.]

Certified list of subscriptions to the $\frac{\textit{Bengal Uncovenanted Servi[ce]}}{\textit{Bombay Family Pensio[n Fund]}}$ $\frac{\textit{Family Pension Fund}}{\textit{of Government Servants}}$ *realised by officers in account wi[th]* *the ________ during the month of ________ 19*

Name of Treasury.	Name of subscriber	Designation.	If in foreign service mark F.	Period of Salary Bill.	Amount of Subscription.									Remar[ks]
					Rs.	*a.*	*p.*	*Rs.*	*a.*	*p.*	*Rs.*	*a.*	*p.*	
				TOTAL										

I certify that the total of the above list agrees with the figures booked i[n] this office and will be duly credited in the Exchange Account with th[e] Accountant General, ________, for the month of ________ 19

No. ______

Forwarded to the Secretary, $\frac{\text{Bengal Uncovenanted Service Family Pension Fund.}}{\text{Bombay Family Pension Fund of Government Servants}}$

OFFICE OF THE

________ *the* 19 .

(Signature)

(Designation)

S. Y. 191.

(*See* Arts. 450 & 452, Audit Code.)

(To be printed on foolscap folio.)

Certified List of Subscriptions to the $\frac{\text{General}}{\text{Bengal Christian}}$ Family Pension Fund realised in Treasuries of the Government of ________ in ________ 19 .

Treasuries.	Names of Subscribers.	Subscriptions paid by deduction from pay bill.				Subscriptions paid in cash.						Total.		
		Period of pay Bill.	Amount.			Up to the 4th of the month.			After the 4th of the month.					
			Rs.	*a*	*p.*	*Rs.*	*a.*	*p*	*Rs.*	*a.*	*p.*	*Rs.*	*a.*	*p.*
	Total													

I certify that the total of the above list agrees with the figures booked in this office and will be duly credited in the Exchange Accounts of this office with the Accountant General, Bengal, for the month of ________ 19 .

No.________

Forwarded to the Secretary, $\frac{\text{General}}{\text{Bengal Christian}}$ Family Pension Fund.

________ (*Signature*)

*The*________ 19 . (*Designation*)

Footnote.—A. G., B., may add to the Certificate for disbursements and make other modifications as required.

S. Y. 192.

(*See* Art. 452, Audit Code.)

(To be printed on foolscap.)

(Front page.)

Certified List of Subscriptions to the Hindu Family Annuity Fund Ltd., recovered from the pay bills of subscribers who are serving in the office of the / deposited in the treasuries of * during the month of——19 .

* For A.G., B only.

No.

Forwarded to the Secretary, Hindu Family Annuity Fund, Calcutta.

——————

——————19 .

(*Signature.*)

(*Designation.*)

21.

CERTIFIED LIST OF SUBSCRIPTIONS TO THE HINDU FAMILY ANNUITY FUND LTD., RECOVERED FROM THE PAY BILLS OF SUBSCRIBERS WHO ARE SERVING IN THE OFFICE OF THE .. / DEPOSITED IN THE TREASURIES OF † DURING THE MONTH OF——19 .

Name of Province, Treasury or Department	Name of Subscriber.	Subscriptions paid by deductions from pay bill.		Subscriptions paid in cash.		No. of Entrance Certificate.*	Ledger folio.*	Remarks.
		Period of pay bill.	Amount	Up to the 1th of the month	After the 1th of the month.			
	Total							

CERTIFIED THAT THE SUM OF Rs.

has been credited in the Exchange Account with the Accountant-General, Bengal / † in the Accounts for the month of

The —— 19

(Signature.)

(Designation.)

† For A. G., B., only.

* For use in the Fund Office.

S. Y. 192.

(*See* Art. 452, Audit Code.)

(To be printed on foolscap.)

(Front page.)

Certified List of Subscriptions to the Hindu Family Annuity Fund Ltd., recovered from the pay bills of subscribers who are serving in the office of the / deposited in the treasuries of * during the month of—— 19 .

* For A.G., B only.

No.

Forwarded to the Secretary, Hindu Family Annuity Fund, Calcutta.

—— ——
—— 19 .

(*Signature.*)

(*Designation.*)

2L

CERTIFIED LIST OF SUBSCRIPTIONS TO THE HINDU FAMILY ANNUITY FUND LTD., RECOVERED FROM THE PAY BILLS OF SUBSCRIBERS WHO ARE SERVING IN THE OFFICE OF THE .. / DEPOSITED IN THE TREASURIES OF † DURING THE MONTH OF ——19 .

Name of Province, Treasury or Department.	Name of Subscriber.	Subscriptions paid by deductions from pay bill.		Subscriptions paid in cash.		No. of Entrance Certificate.*	Ledger folio.*	Remarks.
		Period of pay bill.	Amount	Up to the 4th of the month	After the 4th of the month.			
	Total							

CERTIFIED THAT THE SUM OF Rs.

has been credited in the Exchange Account with the Accountant-General, Bengal / † in the Accounts for the month of

(*Signature.*)

The —— 19

(*Designation.*)

† For A. G., B., only. * For use in the Fund Office.

S. Y. 192.

(*See* Art. 452, Audit Code.)

(To be printed on foolscap.)

(Front page.)

Certified List of Subscriptions to the Hindu Family Annuity Fund Ltd., recovered from the pay bills of subscribers who are serving in the office of the deposited in the treasuries of * during the month of—— 19 .

* For A G., B. only.

No.

Forwarded to the Secretary, Hindu Family Annuity Fund, Calcutta.

—— 19 .

(*Signature.*)

(*Designation.*)

2L

CERTIFIED LIST OF SUBSCRIPTIONS TO THE HINDU FAMILY ANNUITY FUND LTD., RECOVERED FROM THE PAY BILLS OF SUBSCRIBERS WHO ARE SERVING IN THE OFFICE OF THE .. / DEPOSITED IN THE TREASURIES OF † DURING THE MONTH OF ——19 .

Name of Province, Treasury or Department.	Name of Subscriber.	Subscriptions paid by deductions from pay bill.		Subscriptions paid in cash.		No. of Entrance Certificate.*	Ledger folio.*	Remarks.
		Period of pay bill.	Amount.	Up to the 4th of the month.	After the 4th of the month.			
	Total							

CERTIFIED THAT THE SUM OF Rs.

has been credited in the Exchange Account with the Accountant-General, Bengal / † in the Accounts for the month of

(*Signature.*)

The—— ——19

(*Designation.*)

† For A. G., B., only.

* For use in the Fund Office.

Page 194, Form No. S. Y. 193—

For the words "Province of" at the top of the form, *substitute* "Government of".

For the word "officers" occurring in the second line of the heading, *substitute* "Government servants".

[Book of Account Forms, 1st Edn. (Rep.), No. 255, dated the 2nd June 1941.]

Certified List of Subscriptions to the ———————— Fund realised from officers under the audit control of the ———————— during the month of ———————— 19 .

Treasury or Department.	Subscriber.			Period of pay bill.	Amount of pay.	Amount of Subscription.			Remarks.
	Registered No.	Name.	Designation						
				Total					

I certify that the sum of Rs. has been duly credited in the accounts of this office for the month of —— ——19 .

No.

Forwarded to the

Office of the ————————

The ————————19 .

(*Signature*) ————————

Designation ————————

No. 256.

Pages 195-197, Forms Nos. S. Y. 193-A., 193-B. and 193-F.—

Delete these forms.

[Book of Account Forms, 1st Edn. (Rep), No. 256, dated the 2nd June 1941.

Indian Military Service Fa[illegible]
Indian Military Widows' an[illegible]

Statement showing particulars of leave taken by subscribers to the Fund and the amounts of subscriptions recovered from them,
For the month of 19 .

Names of Officers.	Description of leave.	Authority	Date of commencement and termination of — (i) Privilege leave (ii) Leave under Fundamental Rules which counts as privilege leave under the terms of the Resolution of the Government of India, F. D., No 1260-C S R, dated 21st December 1921.	Date of commencement of — (i) Furlough (ii) Leave under Fundamental Rules which does not count as privilege leave under the terms of the *Resolution of the* Government of India, F. D., No. 1260-C. S.R., dated 21st December 1921.	Date up to which Fund subscription recovered in India	Amount of subscription recovered each month from (a) to date prior to the officer's proceeding on leave *ex*-India	Remarks.

(*a*) From the month following that up to which credits have been passed on through exchange accounts to the Controller of Army Factory Account Calcutta.

No. dated

Forwarded to the Controller of Army Factory Accounts, Calcutta.

S. Y. 193-B.

Statement showing names of officers returning from leave out of India and the amounts of subscriptions to the Indian Military Service Family Pension / Indian Military Widows' and Orphans' Fund recovered from them since return to duty,

For the month of 19 .

Names of officers.	Date of rejoining appointment from last leave which does not count as privilege leave.	Amount of subscription recovered each month since arrival.	The period for and the rate at which subscription was recovered in England as shown in the India Office Last Pay Certificate.	Remarks.

S. Y. 193-F.

(To be printed on Super Royal both sides.)

CONTRIBUTORY PROVIDENT FUND (INDIA) LEDGER.

Account number— Official designation— Remarks—

Date of commencement of employment—

figures are in whole rupees.)

ay on 31st March of ceding year.	Subscription.					Government Contribution.		
	Subscription.	Refunds of withdrawal.	Total.	Withdrawal.	Monthly balance on which interest is calculated.	Subscriber's emoluments drawn on duty or his leave salary, if he elects to subscribe during leave.	Withdrawal.	Remarks.
19 -19								
.								
.								
.								
ust								
ember								
ber								
ember								
ember								
nary								
ruary								
ch								
ch (Final)								
ch (Supplementary.)								
Total								

ance from 19 -19		Government Contribution on Rs. @ Balance from 19 -19	
osits and Refunds as above		Interest for 19 -19	
erest for 19 -19		Total	
Total		*Deduct*—Withdrawals as above.	
duct—Withdrawals as above		Balance on 31st March 19	
Balance on 31st March 19		*Checked by*	
culated by			

S. Y. 194.

[*See* Arts. 135(7) and 136, Audit Code.]

(To be printed on foolscap folio.)

Register of vouchers selected for arithmetical check.

——————*Division, Month*——————19 .

Total number of vouchers, excl
final runnnig account bills in y
form which should be checked
per cent—
10 per cent of above.

Schedule docket No.	Voucher No	Remarks
	Branch Officer.	

Arithmetically checked by me

Date *Computor.* *Auditor.* *Senior Accoun*

Page 199, Form No. S. Y. 194-A.—

In line 4 of para 1 of the letter, *for* " on " before the word " expenditu[re]" *substitute* " no ".

[Book of Account Forms, 1st Edn (Rep), No 258, dated the 2nd June 1941.]

(To be printed on foolscap)

(First page.)

NOTES.

1. Columns 1 to 5 of the statement within will be filled in by the Accountant General, and columns 6 to 10 by the Executive Engineer. Column 7 will be filled in by the word "Yes" or "No".

2. This form will be issued by the Accountant General immediately after the booking of the accounts for each of the *months* of January, February and March are completed, i e, not later than the *1st* of April, May and June respectively.

3. Unless a completion report, or satisfactory explanation of the suspension of work is received the works entered will be brought forward in the letter of enquiry of each succeeding month down to March after which special letters will be sent out calling for completion of required information.

4. The Accountant General's office will not finally record the letter for March until all overdue completion reports have been furnished, and until every work in the divisional audit register has the fact of submission of a completion report noted against it or *it* is brought forward into the audit register for the new year.

Office of __________________.

No ______

Dated ____________ *19* .

To

The Executive Engineer,

Division.

Sir,

I have the honour to give overleaf a list of works on which, according to accounts rendered up to 19 , there has been on expenditure for six months, or which appear from the expenditure as compared with the estimate to be completed, but for which completion reports have not been received, and to request that you will be good enough to complete the statement by entering therein the information and explanations required.

2. In cases in which expenditure has been incurred subsequent to that recorded in the [illegible]

I have the honour to be,

Sir,

Your most obedient servant,

(Signature.)

Note of action taken by Auditor.

1. Items —Receipt of completion reports noted in audit register.

2. Items —Completion reports promised, but not received, called for in subsequent letter, or by special reminder.

3. Items —Uncompleted works at end of March brought forward into audit register for new financial year. Record.

Superintendent.

Auditor.

To

The

Returned with columns 6 to 10 duly filled in.

Executive Engineer,

Division.

FUND AND MAJOR HEAD.

(Second and third page.)

Works suspended for six months, or which appear to be completed, according to accounts received up to 19 , for which completion reports and certificates have not been received.

Item No.	Main and sub-head.	Name of work.	Amount of sanctioned estimate.	Month in which last expenditure was incurred as known to		Whether completed or not.	Month of completion if completed.	Executive Engineer's explanation of non-submission of completion reports and the probable date of their submission if completed.	No. and date of submission of completion report if since submitted.
				Accountant General's office.	Executive Engineer's office.				
1	2	3	4	5	6	7	8	9	10

Page 201, Form No. S. Y. 195—

(*i*) *For* the reference "(See Art. 613, Audit Code)" at the top, *substitute* "(See para. 433, Audit Manual)".

(*ii*) In line 1 of the first Memo. *for* "adjustment" *read* "adjustments".

[Book of Account Forms, 1st Edn (Rep.), No 259, dated the 2nd June 1941.]

Office of the

(Memo. of adjustment.)

Memo. No.________, *dated* , *the*______________ *19* .

To

The EXECUTIVE ENGINEER,______ ______Division.

The undersigned has the honour to request that the following adjustment be carried out in his accounts for__________________19 .

Authority.	Particulars.	Amount.			Debit.	Credit.
		Rs.	*a.*	*p.*		

Enclosures :

Entered in Divisional Adjustment Book

on 19 .

(*Signature.*)

Accountant. (*Designation.*)

Memo. No.

*Dated the*______________*19* .

To

The

Has the honour to intimate that the adjustments transmitted as his Memo. No. , dated 19 , have been carried out in the office accounts for__________19 . / rejected for reasons as under

Accountant

Executive Engineer,

______Division.

No. 260.

Page 202, Form No. S. Y 197—

For the reference " (See Art 650, Audit Code)" at the top, *substitute* " (See Para. 471, Audit Manual)".

[Book of Account Forms, 1st Edn (Rep), No 260, dated the 2nd June 1941.]

) ...use.)

...*ompletion Reports.*

Serial No.	No. and date under which report was received from Executive Engineer.		Date of receipt.	Division concerned and reference to item in schedule of expenditure.		Initials and dates of—			Date of despatch	Remarks
	No.	Date.		Division.	Month and Item No	Receipt by Auditor	Disposal by Audit Branch.	Receipt by despatcher.		

S. Y. 197-A.

(To be printed on both sides of open foolscap.)

Check sheet for Divisional Transfers for the month of ______ 19 .

Accounting Division	Contra Division	Amount. Debits			Amount. Credits			Accounting Division	Contra Division	Amount. Debits			Amount. Credits		
		Rs	A.	P.	Rs	A.	P.			Rs.	A.	P.	Rs.	A.	P.

S. Y. 198.

(To be printed on Royal.)

Register of Receipts (Military Engineer Services.)

Division.	Civil Department.				Central adjusting account.	Transfer, Divisional.	London Accounts.		Revenue, Central XXXVI. Defence Receipts — Effective — VIII—Military Engineer Services (including stores)	Income tax.	Suspense accounts not affecting credits to Revenues.			Total Receipts.	Opening cash balance.	Grand Total.	Remarks.
	II. Remittance from Civil to P. W. D.	III. Items adjustable by Civil.	IV. Items adjustable by P. W. D.	Total.			Stores.	Miscellaneous.			Deposits.	General Provident Fund.	Other Miscellaneous Provident Fund.				

S. Y. 199.

(To be printed on Royal.)

Register of Charges (Military Engineer Services.)

Division.	Civil Departments.				Central adjusting account.	Transfer, Divisional.	London account—Miscellaneous.	Interest on other obligations.	Central expenditure.		Suspense account not affecting charges to grants.			Total charges.	Closing cash balance.	Grand total.	Remarks.
	I. Remittance to Civil from P. W.D.	II. Items adjustable by Civil.	IV. Items adjustable by P. W. D.	Total.					18—Defence Services—Effective—8—Military Engineer Service (including stores)	47-a.—Special Defence.	Deposits	General Provident Fund.	Other Miscellaneous Provident Fund.				

Ṡ. Y. 20̇0.

(To be printed on open foolscap)

Register of expenditure against "Military Engineer Services" budget grants.

Division.	Heads of Charges

No. 261.

Page 207, Form No. S. Y. 201 (as revised by Correction No. 85, dated the 4th April 1936)—

(i) *First page*—

(a) *For* "Province" at the top, *substitute* "Government".

(b) In the title "Exchange Account of Sub-Audit Officer, Military Engineer Services," *for* "Sub-Audit Officer" *substitute* "Sub-Account Officer".

(ii) *Second page*—

(a) In the heading at the top *for* "Sub-Audit Officer" *substitute* "Sub-Account Officer".

(b) *For* the Major head "XXXVI—Defence Receipts—Effective" *substitute* "XLVII—Defence Receipts—Effective".

(iii) *Third page*—

For "Province" at the top, *substitute* "Government".

(b) *For* the Major head "48—Defence Services—Effective" *substitute* "58—Defence Services—Effective"

(iv) *Twelfth page*—

For the Major head "XXXVI—Defence Receipts—Effective Revenue" *substitute* "XLVII—Defence Receipts—Effective Revenue"

[Book of Account Forms, 1st Edn. (Rep), No. 261, dated the 2nd June 1941.]

---

*No.*________

Dated __ *the*________ *19* .

Exchange Account of the Sub-Audit Officer, Military Engineer

RECEIPTS.

Accounts.	Reference o detailed Schedule accom-panying.	Current month			Amount to date,		
		Rs.	*a.*	*p.*	*Rs.*		*p.*
To Accounts between Civil and other Departments (as per details on page 4).							
To Revenue, Central— XXXVI—Defence Receipts—Effective— VIII.—Military Engineer Services (including stores).							
Total Receipts .							
To opening cash balance—							
GRAND TOTAL .							

*Dated*________________ *19* .

ROVINCE.

ervices__________ for the month of __________ 19 .

CHARGES.

Accounts	Reference to detailed Schedule accompanying.	Current month.			Amount to date.		
		Rs.	*a.*	*p.*	*Rs.*	*a.*	*p.*
y Accounts between Civil and other Departments (48 per details on page 4).							
48—Defence Services —Effective—							
8—Military Engineer Services (including stores).							
Total Charges .							
r closing cash balance—							
GRAND TOTAL .							

(*Signature*)..............................

Details of transactions with the Civil Department.

	1			2			3			4			Total.		
	Remittances to Civil from M. E. S.			Remittances from Civil to M. E. S.			Items adjustable by Civil Department.			Items adjustable by Military Engineer Services.					
	Rs.	*a.*	*p.*	*Rs.*	*a*	*p.*	*Rs.*	*a*	*p*	*Rs*	*a.*	*p.*	*Rs.*	*a.*	*p*
Military Engineer Services Credits to .															
Total Credits .															
Military Engineer Services Debits to .															
Total Debits .															

(To accompany the monthly account current.)

...xpenditure against Central Budget grant for Military Engineer Services during the month of ____________ 19 .

Heads of account.		During the month.			During the year up to date.		
		Rs.	*a.*	*p.*	*Rs.*	*a.*	*p.*
...ad A.—Works.							
...ccommodation	(a) Officers' quarters and messes.						
	(b) British Troops						
	(c) Indian Troop						
	(d) Miscellaneous						
	(e) Auxiliary and Territorial Forces.						
...ospitals	(a) British						
	(b) Indian						

Expenditure against Central Budget grant for Military Engineer Services during the month of ____________ 19 —contd.

Heads of account.		During the month.			During the year up to date.		
		Rs.	a.	p.	Rs.	a.	p.
Head A.—Works—*contd.*	Brought forwrd.						
3. Buildings for Depots, etc.	(a) Training and Educational Institutions.						
	(b) Ordnance Depots .						
	(c) Supply and Transport Depots.						
	(d) Medical Store Depots						
	(e) Remount Depots .						
	(f) Naval including Admiralty buildings						
4. Special Works . .	(a) Defences . .						
	(b) Mobilization Works						
	(c) Miscellaneous . .						

Expenditure against Central Budget grant for Military Engineer Services during the month of__________19 —contd.

Heads of account.		During the month.			During the year up to date.		
		Rs.	*a.*	*p.*	*Rs.*	*a.*	*p.*
	Brought forward .						
Head A.—Works—*contd.*							
Land Roads, Drains and Conservancy	(*a*) Land . . .						
	(*b*) Roads in Cantonments.						
	(*c* Roads ex-Cantonments.						
	(*d*) Railway sidings						
	(*e*) Drainage . .						
	(*f*) Conservancy . .						
Furniture and Equipment.	Furniture and Equipment.						
Installations . .	(*a* Water Supply .						
	(*b*) Electrical Installations.						
	(*c*) Ice-making and Refrigerating.						
	(*d*) Miscellaneous machinery.						
	Total Head A.—Major Works .						

Expenditure against Central Budget grant for Military Engineer Services during the month of ________ 19 —contd.

Heads of account.		During the month.			During the year up to date.		
		Rs.	*a.*	*p.*	*Rs.*	*a.*	*p.*
	Brought forward .						
Head A.—Works—*contd.*							
9. Minor Works . .	1. Army exclusive of services noted below.						
	2. Auxiliary Force .						
	3. Indian Territorial Force						
	4. Ordnance Depots (Arsenal and Clothing Factories).						
	5. Remount Department .						
	6. Medical Store Depots .						
	Total—Minor Works .						
	Total Head A.—Major and Minor Works.						
10. Losses . .	Losses .						

Expenditure against Central Budget grant for Military Engineer Services during the month of __________ 19 —contd.

Heads of account.	During the month.			During the year up to date.		
	Rs.	*a.*	*p*	*Rs.*	*a.*	*p.*
Brought forward						
B.—Repairs and Renewals—						
1. Buildings						
2. Roads in Cantonments						
3. Roads ex-Cantonments						
4. Furniture						
5. Miscellaneous						
Total B.—Repairs and Renewals						
—Maintenance and operation of installations—						
1. Water supply						
2. Electrical Installations						
3. Ice Plants						
4. Miscellaneous Plants						
tal C.—Maintenance and operation of plants						
—General Charges—						
1. Rent for hired buildings						
2. Payments on account of compensation for quarters.						
3. Rates and Taxes						
4. Payments for railway sidings and platforms						
5. Rent for land						
6. Care of vacant buildings						
7. Miscellaneous						
Total D.—General Charges						

Expenditure against Central Budget grant for Military Engineer Services during the month of______19 —contd.

Heads of account.	During the month.			During the year up to date.		
	Rs.	*a.*	*p.*	*Rs.*	*a.*	*p.*
Brought forward .						
E.—Establishment—						
1. Direction (A. H. Q.)						
2. Administration (Commands) . .						
3. General Executive						
4. Electrical and Mechanical . .						
5 Barrack Department						
6. Exchange on Home Expenditure . .						
7. Debits on account of Establishment charges						
8. Credits on account of Establishment charges .						
Total E.—Establishment						

Expenditure against Central Budget grant for Military Engineer Services during the month of__________19 —concld.

Heads of account.	During the month.			During the year up to date.		
	Rs.	*a.*	*p.*	*Rs.*	*a.*	*p.*
Brought forward						
F.—Tools and Plant—						
1. Expenditure on new supplies and repairs						
2. Debits on account of Tools and plant charges						
3. Credits on account of Tools and plant charges						
Total—Tools and plant						
—Suspense—						
1. Stock						
2. Stores purchases in India						
3. Stores purchases in England						
4. Manufactures						
5 Workshops						
Total—Suspense						
Deduct – English cost of Stores						
—Exchange on Home Expenditure on Stores—						
Fractional differences						
Net outlay in India						

(To accompany the monthly account current.)

Receipts.

Credits.	Heads of account.	During the month. Rs.	a.	p.	During the year up to date. Rs.	a.	p.
	XXXVI.—Defence Receipts Effective *Revenue*—						
	VIII.—Military Engineer Services (including stores).						
	1. Rent of buildings						
	2. Rent of furniture						
	3. Sales of buildings						
	3(*a*) Receipts transferred from Suspense Fund						
	4. Sales of furniture						
	5. Sales of tools and plant						
	6 Sales of produce						
	7. Sales of old materials						
	8. Value of materials received from old buildings.						
	9. Unclaimed deposits						
	10. Fines, refunds and miscellaneous						
	11. Electrical payments						
	12 Water supply payments						
	13. Payments on account of ice						
	Fractional differences						
	TOTAL						

No. 262.

Page 219, Form No. S. Y. 202—

For the reference "(See Arts. 728 and 729, Audit Code)" at the top, *substitute* "(See Paras. 523 and 521, Audit Manual)".

[Book of Account Forms, 1st Edn (Rep.), No 262, dated the 2nd June 1941.]

ar 19 .

Item No.	Name of work	Accounts placed under objection under more than one head of objection.													Remarks.
		April.	May.	June.	July.	August	September	October.	November.	December	January.	February.	March	March Final	
		R	R	R	R	R	R	R	R	R	R		R	R	

No. 263.

Page 220, Form No. S. Y. 203 —Outer sheet—

(*i*) *For* the reference " (Art. 739 and Art. 858 II, Audit Code)" at the top, *substitute* " (See Paras. 532, 705 and 706, Audit Manual)".

(*ii*) *For* the word " Province " at the top, *substitute* " Government ".

[Book of Account Forms, 1st Edn. (Rep.), No. 263, dated the 2nd June 1941.]

Audit / Test Audit note on the accounts of the__________________Division for the month of____________19 .

No. , *Dated* *19* .

Forwarded to the Executive Engineer______________

______ ____________ Division, for necessary action and early return, accompanied by vouchers.

(*Signature.*)

(*Designation.*)

No. , *Dated* *19* .

Returned to the Accountant General______________ with_______vouchers.

(*Signature.*)

(*Designation.*)

S.Y. 203 (Outer) 2nd and 3rd page and S. Y. 203 (Inner sheet 4 Pages).

No. of Item.	Remarks by Accountant General.	No. of Item	Replies by Executive Engineer.	No. of Item.	How disposed of.

S. Y.

(*See* Art. 755, Audit Code.)

(To be printed on open foolscap.)

...onal Progress Register of receipt and disposal of the Accounts of the P. W. Division (Monthly Accounts) for the month of 1 .

Serial No.	Division and name of Auditor and Sub-Auditor	Due date of receipt	No. and date of reminder.	Actual date of receipt.	Date taken up.	Date of completion	Date of passing by Superintendent.	Date of passing by G. O.	Date of passing on to Compilation Department.	Date of posting of audit register.	Remarks.

No. 264.

Page 221, Form No. S. Y. 204—

(*i*) *For* the reference " (See Art. 755, Audit Code)" at the top, *substitute* "(See Para 548, Audit Manual)".

(*ii*) In the heading of the form *for* " P. W. Division " *substitute* " P. W. Divisions ".

(*iii*) *For* the heading of column 6 *substitute* "' Date on which taken up ".

[Book of Account Forms, 1st Edn. (Rep), No 264, dated the 2nd June 1941.]

No. 265.

Page 222, *Form No. S.Y.* 205—

(i) *For* the reference "(See Art. 755, Audit Code.)" at the top, *substitute* "(See Para. 518, Audit Manual)".

(ii) In the heading of the form *for* " P. W. Division " *substitute* " P. W. Divisions ".

(iii) *For* the heading of column 6 *substitute* " Date on which taken up ".

[Book of Account Forms, 1st Edn. (Rep.), No. 265, dated the 2nd June 1941.]

(*Monthly Accounts, Audit Notes and*

g

rintendent

Serial No.	Number and name of Auditor and Sub-Auditor	Due date of receipt	No. and date of reminder.	Actual date of receipt.	Date taken up.	Date of completion	Date of passing by Superintendent.	Date of passing by G. O.	Date of passing on to Compilation Department.	Date of posting of audit register.		No. and date of issue.	Date of reminder.	Date of receipt of reply.	Date of final disposal.	Objection Statements and Rejoinders.						Remarks
																	Date of posting of objection book & audit register.	No. and date of issue.	Date of reminder.	Date of receipt of reply.	Date of final disposal.	
											Audit Note I. Rejoinder					Objection Statt. I. Rejoinder						
											Audit Note I. Rejoinder					Objection Statt. I. Rejoinder						
											Audit Note I. Rejoinder					Objection Statt. I. Rejoinder						
											Audit Note I. Rejoinder					Objection Statt. I. Rejoinder						
											Audit Note I. Rejoinder					Objection Statt. I. Rejoinder						
											Audit Note I. Rejoinder					Objection Statt. I. Rejoinder						

No. 266.

Page 223, Form No. S. Y. 207—

(*i*) *For* the reference "(See Art. 755, Audit Code.)" at the top, *substitute* "(See Para 518, Audit Manual)".

(*ii*) *For* the heading of column 5 *substitute* "Date on which taken up"

[Book of Account Forms, 1st Edn. (Rep.), No. 266, dated the 2nd June 1941.]

...W. Divisions (*Monthly Accounts*, ...*ments*).

Month			Rejoinders			Objection Statements and Rejoinders						
			Date of remainder	Date of receipt of reply	Date of final disposal		Date of posting of Objection Book and Adjustment Register	No. and date of issue	Date of remainder	Date of receipt of reply	Date of final disposal	Remarks
April 19 .		Audit Note I Rejoinder.				Objection Statement I Rejoinder						
May 19 .												
June 19 .												
July 19 .												
August 19 .												
[illegible]ber 19 .												

N. B.—Months for October to March are to be printed on reverse.

Pg 224, Form No. S Y 208—

(i) *For* the reference "(See Art. 765, Audit Code)" at the top, *substitute* "(See Para 558, Audit Manual)"

(ii) In the heading of the form *for* " 193 " *substitute* " 19 -19 ".

[Book of Account Forms, 1st Edn. (Rep), No 267, dated the 2nd June 1941.]

...r 193 (19 in the Public Works Deptt.

CLASS OF OBJECTION.	Balance on 31st March 19 .	April.		13 columns same as April for months from May to March, March final and supplementary with folding space after August.
		Amount objected to.	Amount cleared.	

Page 225, Form No. S. Y. 209—

(i) *For* the reference "(See Arts. 834 and 835, Audit Code.)" at th *substitute* "(See Paras. 680 and 681, Audit Manual)".

(ii) *For* item 4 "*Half-yearly* Register of stock and Register of Tool Plant" *substitute* "Periodical Returns of Stock and Tools and Plant".

[Book of Account Forms, 1st Edn. (Rep.), No. 268, dated the 2nd June 1941.]

Divisions from the Accountant General's Office.

Division ____________

1. Monthly accounts complete with Schedule Dockets and Vouchers, foils of paid cheques for the month of
   (a) Cheque foils
   (b) Schedule Dockets
   (c) Audit Note, etc.
2. Abstract T. A. bills for the month of
   No. of bills.
3. Account of interest bearing securities for the year.
4. ~~Half-yearly Register of stock and Register of Tools and Plant.~~
5. One major work or two minor works selected for complete analysis and examination with Schedule Dockets and Vouchers.
   No. of Schedule Dockets.
6. Special point for investigation noticed in course of audit____________

No. 269.

Page 225, Form No. S Y 210—

For the reference "(See Article 861, Audit Code.)" at the top, *substi* "(See Para. 704, Audit Manual.)"

[Book of Account Forms, 1st Edn (Rep), No 269, dated the 2nd June 1941.]

Confidential report on the work and qualification of the Divisional Accountant, by the Inspecting Officer.

Name of Division ____________

Name of Accountant ____________

Opinion formed by the Inspecting Officer, together with a few brief remarks regarding the state of the Divisional Accounts.

Dated , *the* 19 . *Inspecting Officer.*

Page 226, Form No. 211—

(*i*) *For* the reference "(See Art. 864, Audit Code.)" at the top, *substitute* "(See Para. 707, Audit Manual)".

(*ii*) In the second endorsement, *insert* the word "Circle" at the end of the blank space after "Superintending Enginner".

(*iii*) In the fifth endorsement, *for* "the local Government" *substitute* "Government".

No. Dated the 19 .

Forwarded to the Ex. Engineer ———— Division for necessary explanation return through the Superintending Engineer within ———— . ———— copies of the inspection report are enclosed.

Signature.
Designation

No. Dated the 19 .

Returned to the Accountant General ———— duly replied to through the Superintending Engineer, ———— .

Executive Engineer,
———— *Division*

No. Dated the 19

Transmitted to the Accountant General ———— ———— column 4 duly filled in.

Superintending Engineer,
———— *Circle.*

No. Dated the 19 .

Submitted to the Secretary to the Government of ———— for information orders, in continuation of this office endorsement No. ———— dated the ————

2. Special attention is invited to paragraphs ———— of the report.

Signature,
Designation.

No. Dated the 19 .

Returned to the Accountant General ———— with the orders of the Government.

Signature,
Designation.

No. Dated the 19 .

Forwarded to the Executive Engineer ———— Division through the Superintending Engineer ———— Circle for information and necessary action.

Signature
Designation.

No. Dated the 19 .

Transmitted to the Executive Engineer ———— for information and necessary action.

Superintending Engineer,
———— *Circle.*

No. Dated the 19 .

Noted and returned to the Accountant General ————

Executive Engineer,
Division

No. 271.

Page 227, *Form No. S. Y. 212*—

(i) *For* the reference "(See Art. 864, Audit Code.)" at the top, *substitute* "(See Para. 707, Audit Manual.)".

(ii) *For* the heading of the last column *substitute* "Orders of Government".

[Book of Account Forms, 1st Edn (Rep), No. 271, dated the 2nd June 1941.]

Serial No. of paragraph of Report.	Inspecting officer's remarks.	Executive Engineer's Explanation.	Superintending Engineer's remarks and orders	Accountant General's final remarks.	~~Local Government's orders.~~ Orders of Govt

No. 272.

Page 227, *Form No S. Y 213*—

(i) *For* the reference "(See Art 108, Account Code.)" at the top of the form *substitute* "(See Art. 151, Account Code, Vol. IV)".

(ii) *For* the word "Province" at the top, *substitute* "Government".

[Book of Account Forms, 1st Edn. (Rep), No 272, dated the 2nd June 1941.]

Statement of Receipts and Charges for Archæological Works during the month of ____________ 19 .

Item No.	Division.	Locality.	Name of work, i. e., full name as given in the estimate.	Works expenditure	Total	Remarks

Signature,

Designation

S. Y. 213-A.

(To be printed on foolscap folio.)

(Obverse.)

To be returned in original with reply noted in right hand column.

Office of the

No. *dated the* 19 .

To

The undersigned has the honour to forward for favour of verification, countersignature and [illegible] amounting [illegible] 19 [illegible]

of the fares claimed.

The details of these Exchange Account vouchers are given on the reverse.

The amount has been adjusted in the accounts of this office for 19 under and necessary notes may be made in your register.

2. The invoices may be retained in your office and the month in which the amount in question has been accounted for by you may be pointed out.

3. All the Railway Warrants noted on the reverse should be returned in one bundle including those countersigned by other officers. If, however, it is necessary to hold back any for investigation and subsequent return, it is requested that the following particulars in respect thereof may be furnished with your reply—

1. Date of issue.
2. Serial No. given by the Railway to the Railway Warrant.
3. Station from
4. Station to
5. Amount

REPLY.

To

4. The particulars or documents asked for on the reverse may also kindly be furnished.

5. The circumstances under which passage warrants for sums less than Rs. have been issued may kindly be explained.

6. A certificate to the effect that the concession of free tickets was not availed of by any policeman more than once in three years should be furnished.

7. A statement showing the disallowances, if any, should be furnished. As the claims of Government against Railways should be preferred within six months from the date of presentation of bill by the Railway Administration to this office [Civil Account Code, Article 8 (b) note,] steps should be taken to return the warrants to this office within one month from the date of receipt.

8. The $\frac{\text{warrant noted below}}{\text{warrants noted on the reverse}}$ $\frac{\text{has}}{\text{have}}$ been omitted from the list of warrants for . Please furnish a supplementary statement now and avoid such omissions in future.

9. In the $\frac{\text{case}}{\text{cases}}$ noted on the reverse the $\frac{\text{amount}}{\text{amounts}}$ shown in the Railway warrants $\frac{\text{does}}{\text{do}}$ not agree with $\frac{\text{that}}{\text{those}}$ shown in the list of warrants. The $\frac{\text{discrepancy}}{\text{discrepancies}}$ may please be examined.

Signature.

Designation.

The sentence in italics should be cut out when the form is used in the Assam Office.

(Reverse.)

Details of credit notes [illegible] and of other documents

No. 273.

Page 230, Form No. S. Y. 214—

(i) *Delete* the reference "(See App. 7, Rule 15, C. A. C., Vol. I.)" at the top.

(ii) In line 3 of the Memo *for* the word " you " *substitute* " him ".

[Book of Account Forms, 1st Edn. (Rep.), No. 273, dated the 2nd June 1941.]

FROM

THE

To

THE EXECUTIVE ENGINEER,

DIVISION.

No. , *dated the* *19* .

Has the honour to request the favour of being informed of the dates which possession of the lands acquired for the work noted below was han[ded] over to ~~you~~ him. This may be done by filling in the last column below.

(Signature)

(Designation)

No. and date of Notification.	No. and date of Statement.	Name of work.	Amount.			Date on which possession of the land was handed over to P. W.
1	2	3	4			5
			R	A.	P.	

No. ________, *dated* ________________ *19* .

Returned duly filled in.

Executive Engineer,

Division.

To

THE ________________

Page 231, Form No. S. Y. 215—

For the reference "(See Para. 574, Rule 2, P. W. Account Code)" at th top, *substitute* "(See Art. 230, Note 2, Account Code, Vol. III)".

[Book of Account Forms, 1st Edn (Rep), No 274, dated the 2nd June 1941.]

(*See* para. 5~~74, Rule 2, P. W. Account Code.~~)

. (To be printed on foolscap folio lengthwise—both sides)

tement showing the expenditure incurred by the Public Works Depart-ment to the end of ____________ 19 , on Contribution Works.

...l ...o.	Name of work.	Amount of Estimate	Amount of Contribution.	Expenditure during	Expenditure to end of	Unspent balance at end of	REMARKS.

No , *dated the* *19* .

Forwarded to ________ for information, with reference to ________

...fice of the________________ (*Signature*)

(*Designation*)

No. 275.

Page 232, Form No. S. Y. 216—

For the reference "(See Para. 580, P. W. Account Code)" at
form, *substitute* "(See Art 197, Account Code, Vol. III)".

[Book of Account Forms, 1st Edn. (Rep), No. 275, dated the 2nd Jun

(To be printed on foolscap folio.)

To be returned in original with reply.

No.

Dated ———— ———, *the*   19 .

FROM

THE————————

————————

TO

THE

————————

SIR,

[illegible]

2. If any of them cannot be adjusted at a very early date, brief explanation as to the cause of delay may be intimated.

Name of contractor.	Amount.	Month from which outstanding.

I have the honour to be,

Sir,

Your most obedient servant,

(Signature.)

(Designation.)

Reply.

No.

Dated ————————, *the*   19 .

FROM

THE————————

TO

THE ————————

————————

No. 276.

Page 233, Form No. S. Y. 217—

(i) *For* the reference "(See Para. ...... of the P. W. D. Code)" at the t the form, *substitute* "(See Para. .... .of the. ... . P. W. D. Code)".

(ii) In paragraph 1 of the Memo. *for* " Advice, W. B. O " *substitute* " Ad T. E. O.".

(iii) In para. 2 of the Memo. *for* " para. .... of the P. W. D. Co *substitute* " para. .. .. of the .... P. W. D. Code "

[Book of Account Forms, 1st Edn. (Rep), No 276, dated the 2nd June 1941.]

...o be returned in original with the reply noted in the right hand column.

...ffice of the—	Office of the—
No.	No.
Dated — , *the* — *19* .	*Dated* — , *the* — *19* .
...closure—	
...The—	From—
Memo.	*Reply.*
... There is no estimate and appropriation for ... work	
... which Bill / Advice, W. B. O. No —	
...ed — , for Rs. — ... been charged	
...2. Please comply with the orders contained ... para.—of the P. W. D. Code and explain ...y you have not done so already	
(Signature)	*(Signature)*
(Designation)	*(Designation)*

Auditor.

Page 234, Form No. S. Y. 217-

In the last line of the le
Department Code ".

[Book of Account Forms, 1st

Dated the

No

FROM

THE ACCOUNTANT GENERAL,

To

THE SUPERINTENDING ENGINEER, CIRCLE.
THE SECRETARY TO GOVERNMENT OF , PUBLIC WORKS DE

SIR,

I have the honour to report that the Executive Engineer, Divis has incurred to end of 193 , without estimate/appropriation or in excess estimate/appropriation expenditure, as detailed in the attached statement, and that he h failed to send to this office the necessary advance intimation regarding th liability to be incurred in each case, as required by paragraph of th Public Works Department Code.

I have the honour to be,

Sir,

Your most obedient servant,

Deputy Accountant General.

No. , dated

Copy communicated to the

Deputy Accountant General

List of Works on which outlay has been incurred by the Executive Engineer, Division, without or in excess of estimate or appropriation and for which no advance intimation has been received in the Audit office as required by paragraph , Public Works Department Code.

Item Number.	Name of work or particulars of each item.	Amount					Remarks.
		Of estimate or item.	Expended up to date.	Of Appropriation during the year.	Expended during the year.	Expended during the month.	
		Rs.	Rs.	Rs	Rs.	Rs	

Page 230, Form No. S. Y. 217-B.—

In line 1 of the letter, *insert* blank space before "Public Works Department Code".

[Book of Account Forms, 1st Edn. (Rep.), No. 278, dated the 2nd June 1941.]

OFFICE OF THE ACCOUNTANT GENERAL

Dated the 193 .

No.

FROM

THE ACCOUNTANT GENERAL,

To

THE SUPERINTENDING ENGINEER, CIRCLE.
THE SECRETARY TO THE GOVERNMENT OF —— PUBLIC WORKS

SIR,

With reference to paragraph of the Public Works Department
I have the honour to append a list of works on which the Executive Eng
is incurring liabilities without $\frac{\text{estimate}}{\text{appropriation}}$ or in excess of $\frac{\text{estimate}}{\text{appropriation}}$.

2. I request that necessary steps may be taken to regularise the exec
of the works referred to.

I have the honour to be,
Sir,
Your most obedient serva

Deputy Accountant Ge

No. , dated

Copy communicated to the

Deputy Accountant Gen

S. Y. 217-B

List of works for which *intimation* has been received in the Audit office from the Executive Engineer, Division, of liabilities to be incurred without or in excess of estimate or appropriation—*vide* paragraph , *Public Works* Department *Code*.

Item number.	Name of work.	Total approximate amount of liability likely to be incurred.				Name of authority and number and date of written orders authorizing the execution of the work and the incurring of the liability.	Remarks.
		Without estimate.	Without appropriation.	In excess of estimate.	In excess of appropriation.		
		Rs.	Rs.	Rs.	Rs.		

Page 238, Form No. S. Y.

In line 5 of the letter ... ment Code ".

[Book of Account Form ... GENERAL.

Dated the 193 .

No. .

FROM

THE ACCOUNTANT GENERAL,

To

THE SUPERINTENDING ENGINEER, CIRCLE.
THE SECRETARY TO THE GOVERNMENT OF ———, P. W. D.

SIR,

I have the honour to append a list of works on which expenditure wi[illegible] estimate — or in excess of estimate still continues to be incurred ... ion, wi[illegible] approximate total amount of liability to be incurred in each case, as required by paragraph of the P[illegible] Works Department Code.

I have the honour to be,

Sir,

Your most obedient servant,

Deputy Accountant Gener[illegible]

No dated

Copy communicated to the

Deputy Accountant General

S. Y. 217-C—*contd.*

List of works on which outlay continues to be incurred by the Executive Engineer, Division, without or in excess of *estimate* or appropriation and for which no advance intimation has been received in the Audit office, as required by paragraph , Public Works Department Code

Item No.	Name of work, etc.	Month of first objection	Month of last outlay.	Reference to last special report.	Amount					Remarks.
					Of estimate or Item.	Expended up to date	Of Appropriation during the year	Expended during the year.	Expended during the month.	
					Rs.	Rs	Rs	Rs	Rs.	

Page 240, Form No. S. Y. 218—

For the "Obverse" portion of the form *substitute* the following:

MONTH OF PAYMENT.

EXTRACT FROM THE STATEMENT OF PAYMENTS MADE IN ENGLAND FOR

No.

Forwarded to the Executive Engineer..................................

....

with the remark that the adjustments of cost as indicated below be effected early as possible under the Major head under which this statement of paym has been received in the Divisional accounts after verification.

	Head to be credited.	*Head to be debited*
£ @ per rupee being the average rate of exchange for the month of	P. W. Remittances—III—London Other Remittances—(b) Items adjustable by P. W. Officers	Stores or work concerned.

Station......................... (*Signature*)

Dated . ... (*Designation*).

[Book of Account Forms, 1st Edn. (Rep.), No. 280, dated the 2nd June 1941]

Date ________ (*Designation*.)

(Reverse.)

Statement of payments made in England on account of Stores and Freig
under the head________________________________
during the month of______________19 .

ABSTRACT OF PAYMENTS.							Ship's name
Date of payment.	To whom paid	Particulars.	No. and date of indent.	Amount.			
				£	s.	d.	

True Extract;

Superintendent

S. Y. 219.

(To be printed on foolscap folio.)

Office of the__________

No.

*Dated*_____, *the*_____ *19* .

FROM

THE__________

____

TO

THE__________

____

Name of Works.	Estimate.	Expenditure.			Excess.		

SIR,

With reference to Executive Engineer's and your remarks against items Nos.__________

__________of the Objection Statement of the__________

Division for__________

I have the honour to state that the Completion Reports for the works noted in the margin, and sanction to the excesses over the estimates, as noted against each have not yet been received in this office and to request that they may now kindly be forwarded at an early date.

I have the honour to be,

SIR,

Your most obedient Servant,

(*Signature.*)

(*Designation.*)

R.

No. 281.

242-243, Form No. S. Y. 220—

) For the word "Province" wherever it occurs in the form *substitute* ernment".

(ii) In Part II of the form, *for* the heading of the last column, *substitute* hen adjusted".

[Book of Account Forms, 1st Edn. (Rep.), No 281, dated the 2nd June 1941.]

Abstract of Monthly Debits, Credits and Acknowledgments.

Part 1.

(Obverse)

Months.	TRANSACTIONS AS PER MONTHLY LIST											
	TRANSFER DEBITS BY THE ——PROVINCE.						TRANSFER CREDITS BY ——PROVIN					
	Amount debited.			Amount acknowledged.			Amount credited.			Amount acknowled		
——PROVINCE.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A	
Unadjusted items of last year brought forward.												
Transactions of the year—												
April 19												
May „												
June „												
July „												
August „												
September „												
October „												
November „												
December „												
Total												
Deduct—Amount acknowledged .												
Differe ce as per details in Part II .												
Total to end of December brought forward.												
Add—for—												
January 19												
February „												
March „												
Total												
Deduct—Amount acknowledged .												
Difference on 31st March as per details in Part II.												
Adjustments made in supplementary accounts.												
Balance finally remaining unadjusted at end of the year to be carried to the next year's Register.												

S. Y. 220. *Government.* ~~PROVINCE~~.

Particulars of unacknowledged items.
Part II.

(Reverse).

Division.	Month in which the item originated.	Particulars.	Amount.			When adjuste .
			Rs.	A.	P.	

S. Y. 221 (Outer.)

(To be printed on foolscap.)

Office of the________________________

No.

Dated , *the*____________*19*

Forwarded to the______________________________________

__________________________________for favour of early reply.

(*Signature.*)
(*Designation.*)

Office of the______________________________________

No.

Dated , *the*____________*19* .

Returned to the______________________________________

____, with replies.

(*Signature.*)
(*Designation.*)

[S. Y. 221 (Outer) 2nd and 3rd pages.]
[S. Y. 221 (Inner) 4 pages.]

Remarks on the Return of Sanctioned Estimates
of the____________Circle for________________19 .

Register No. of Sanction.	Division.	Service Head.	Remarks.	Replies.	Disposal.

S. Y. 222.

(To be printed on foolscap folio.)

(Obverse.)

OFFICE OF THE____________________________

No.

ROM *Dated*________________, *the*________________*19* .

THE____________________.

____

)

THE TREASURY OFFICER,

____

R,

I have the honour to request that you will verify the list on the reverse owing the $\frac{\text{credits}}{\text{debits}}$ under $\frac{\text{I.—Remittances into Treasuries}}{\text{II.—Cheques of P. W. Officers}}$ in your treasury accounts ________________________and the corresponding $\frac{\text{debits}}{\text{credits}}$ in the accounts the Divisional Officer,____________________Division, and return this ter at your earliest convenience with your explanation of the difference ted therein.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature.)

(Designation.)

S. Y. 222.—*contd.*

(Reverse.)

Payments into treasuries by Officers of the P. W. Department.

Month.	Treasury credit	P. W. debit.	Difference.	Explanation.

Cheques of the P. W. Officers.

Month.	Treasury debit.	P. W. credit.	Difference.	Explanation.

No _______, dated_______________ the_______________ 19 .
Returned duly verified with necessary explanations.

Treasury Offic

No. 282.

Page 217, Form No S Y 223—

(i) *For* the word " Province " at the top, *substitute* " Government "

(ii) *In the heading of column 5, for* the word " chargeable " *substitute* " debitable "

[*Book of Account Forms, 1st Edn (Rep), No 282, dated the 2nd June 1941*]

d.

Commissioner.

Name of Division.	No. and date of indent.	Brief abstract of articles indented for.	Name of estimate.	Head against which chargeable.	Approximate value.	Funds hypothecated			...VED.				PAYMENTS MADE BY THE HIGH COMMISSIONER.					
						Official year.	Central.	Provincial	No. and date	Name of ship.	Amount.	Exchange value	Month of final adjustment against estimate.	Month.	Amount.	How and when adjusted.		
																Month.	Head.	Exchange value.
					£ s. d.		Rs.	Rs.			£ s. d.	Rs. a. p.			£ s. d.			Rs. a. p.

S. Y. 224.

(To be printed on foolscap folio.)

Forest Cheques paid at Treasuries.

Details of Outstandings.

Month.	No. of cheque.	Forest Division.	Treasury.	Credits (cheques unpaid).	Debits (Treasury payments unadjusted.)	Adjusted in next month.		Remarks
						Credits.	Debits.	

Page 249, Form No S Y. 225—

For the reference "(See Arts. 703-704, Audit Code)" at the top, sub "(See Paras. 500-501, Audit Manual.)"

[Book of Account Forms, 1st Edn (Rep), No 283, dated the 2nd June 1941]

(To be printed on foolscap folio.)

To be returned in original with reply in the right hand column.

...FFICE OF THE ... ———*Dated*———the———19	REPLY No.——— *Dated*——*the*———*19* .
THE DIVISIONAL FOREST OFFICE.., . ———	To THE ———

The items noted below have been $\frac{\text{debited}}{\text{credited}}$ in the treasury schedules $\frac{\text{Forest cheques paid}}{\text{Forest remittances credited}}$ during the month of ———, but $\frac{\text{...edits}}{\text{...bits}}$ *for* the amounts are not traceabl. in your accounts received ...p to date.

(For ... cheques.) 2. Please credit the items in your accounts in communication with the *treasury* officer, if necessary, and advise me of your having done so on an early date, explaining at the same time the circumstances in which you omitted to credit the amounts of the cheques in your accounts.

(For remittance.) 2 Please let me know in what months account the amount in question has been shown by you. If the amount has not yet been adjusted, please credit the items under the proper Revenue Sub-head———by debit to Forest Cash Remittances in your accounts now open, in communication with the treasury officer concerned if necessary.

3 A very early reply is requested.

I have the honour to be,

Sir,

Your most obedient servant,

(Signature)
(Designation)

Details of $\frac{\text{debits}}{\text{credits}}$ *as shewn in the treasury accounts.*

Date of $\frac{\text{Payments}}{\text{receipts}}$	No. and date of $\frac{\text{cheque}}{\text{chalan}}$	By whom $\frac{\text{drawn}}{\text{paid.}}$	Name of Treasury Sub-treasury.	Amount.

" Reve
Cheques

(iii.

Accounts

Accounts "

column heac

[Book c

Audit Code.)

cap folio.)

bunts 19 -19 .

Treasuries.

Month.						Writes-back in Treasury Accounts.	Debits in Forest Accounts.	Total.	Clo[...] Bala[...]
April 19									
May ,,									
June ,,									
July ,,									
August ,,									
September ,,									
October ,,									
November ,,									
December ,,									
January ,,									
February ,,									
March ,,									
Do. Final									

No. 285.

Page 251, Form No S. Y 227—

For the reference "(See Art. 701. Audit Code)" at the top, *substitute* "(See Para. 501, Audit Manual.)"

[Book of Account Forms, 1st Edn. (Rep), No 285, dated the 2nd June 1941.]

To be returned in original with reply noted in the right-hand column.

FICE OF THE

——— *Dated*——— ——— *the*——— ———19 .

THE TREASURY OFFICER,

——— ———

The Officer in charge of ———Forest Division has $\frac{\text{debited}}{\text{credited}}$ in accounts for the month of——— ———the items noted below, the corresponding $\frac{\text{credits}}{\text{debits}}$ for which are not traceable in the accounts rendered by you to this office. Please advise me of the particulars of your $\frac{\text{credits}}{\text{debits}}$ for the amounts in question, in communication with the Divisional Forest Officer if necessary.

2. The chalan (s) received in support of the debit is/are herewith sent for reference and return.

3. A very early reply is requested.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature.)

(Designation.)

Details as shown in the Forest Accounts.

REPLY No.

Dated ——*the*——19 .

To

THE

———

Date of $\frac{\text{debit.}}{\text{credit.}}$	No. and date of $\frac{\text{chalan}}{\text{cheque}}$	By whom $\frac{\text{paid}}{\text{drawn}}$	Name of $\frac{\text{Treasury}}{\text{Sub-treasury.}}$	Amount.

No. 286.

Page 252, Form No. S. Y. 228—

For the reference "(See Art. 704, Audit Code)" at Para. 501, Audit Manual.)".

(Book of Account Forms, 1st Edn. (Rep.), No. 286, dated (See Ar... ...

(To be printed on foolscap folio.)

FOREST REVENUE REMITTANCES TO TREASURIES.

Details of Outstandings.

Month.	Chalan No.	Treasury.	Forest Division.	Treasury Credits unadjusted.	Forest Debits not responded.	Adjusted in next month.		Remarks
						Credits.	Debits.	

No. 287.

Page 253, Form No S. Y. 229—

For the reference "(See Art. 705. Audit Code)" at the top, *substitute* "Para 502. Audit Manual)

[Book of Account Forms, 1st Edn. (Rep.) No. 287 dated the 2nd June 1941.]

FOREST DEPARTMENT.

Register of Inter-Divisional Transfers, 19 -19 .

Month.	Opening balance.	Debits.	Total.	Credits	Closing balance.	Certificate of Agreement.
April . .						
May . .						
June . .						
July . .						
August . .						
September . .						
October . .						
November . .						
December . .						
January . .						
February . .						
March . .						

No. 287.

Page 253, *Form No. S Y.* 229 –

For the reference "(*See* Art. 705, *Audit Code*) at the top, *substitute* Para. 502, Audit Manual)

[Book of Account Forms 1st Edn. (Rept.) No. 287 dated the 2nd June 1941.]

FOREST DEPARTMENT.

Register of Inter-Divisional Transfers, 19 -19 .

Month.	Opening balance.	Debits	Total.	Credits.	Closing balance.	Certificate of Agreement.
April .						
May .						
June .						
July .						
August .						
September .						
October .						
November .						
December .						
January .						
February .						
March .						

S. Y. 231.

(*See* Art. 21, Forest Account Code.)

(To be printed on foolscap folio.)

To be returned in original with reply noted in the right-hand column.

OFFICE OF THE

No.—— *Dated*—— , *the* ——19 .

To

THE OFFICER IN CHARGE,

——————Forest Division.

Sir,

In the Cash Account of the ——————
Division for ———— , the sums noted below have been $\frac{\text{credited}}{\text{debited}}$ under "Inter-Divisional Transfers" with your Division, but the responding $\frac{\text{debits}}{\text{credits}}$ are not traceable in your accounts received up to date.

2. Please state the month's account in which the amounts in question have been adjusted by you.

3. An early reply will oblige.

I have the honour to be,
Sir,
Your most obedient servant,

(*Signature.*)

(*Designation.*)

Cash Account———— Division for——19 .

Particulars.	Amount.		
	Rs	a.	p.

REPLY NO.

Dated——, *the*——19 .

To

The

No. 290.

Page 256, Form No. S. Y. 232—

For the reference "(See Art. 82, Forest Account Code)" at the top, substitute "(See Para 507, Audit Manual.)".

[Book of Account Forms, 1st Edn. (Rep.), No. 290, dated the 2nd June 1941.]

Forest Department————————

————————Circle.

Return of objection statements to the Divisional Accounts for 19

Division.	Date of			Remarks.
	Issue from Accountant General's Office.	Receipt in Conservator's office from Divisional officer.	Return by Conservator to Accountant General.	

No. , dated the 19 .

Forwarded to the Conservator of Forests,————Circle———

(Signature)

(Designation)

No. , dated the 19 .

Forwarded to the , all objection statements issued having been returned, as shown above.

Conservator of Forests,

————————Circle.

S. Y. 233.

(To be printed on foolscap folio.)

...ent of $\frac{\text{Credits}}{\text{Debits}}$ under Forest Remittances in the books of the——— ———, during the month of——————19 .

Name of Treasury.	Amount as per accompanying schedule.			Remarks.
TOTAL .				.

Book for verification . Verified

Senior Accountant———— ——. Senior Accountant, Book.

Forwarded to the Senior Accountant, Forest Branch.

Senior Accountant————.

Page 258, Form No. S. Y. 234—

(*i*) *For* the reference "(See Forest De top, *substitute* "(See Para. .... of Code.)".

(*ii*) In the heading " Outstandings ε .... .etc.," *for* " Disbursors "

(*iii*) *For* the heading of column 1, *s*

(*iv*) In the heading of column 3 *for* coveries in cash ".

[Book of Account Forms, 1st Edn (Rep

orest
o be p
PART
t of

234.

Code, Form No. 27.)
open foolscap.)

______________ CIRCLE.

tors and Disbursors for____________ 19 ,

District.	Department Debtor.				ment creditor.		Balance due.		Remarks.
	At commencement of year.	Recoveries cash and value of supplies and work done during the year.	At close of year	At c me	Payments made during year.	At close of year.	To Department (Outstanding).	By Department (Liabilities).	
1	2	3	4		6	7	8	9	10

No. 292.

Page 259, Form No. S. Y 235—

(i) *For* the reference "(See Art. 85, Audit Code.)" at the top, *substitute* "(See Para 56, Auditor General's Manual of Standing Orders.)".

(ii) *For* the instruction "*Here enter Supply Bills, R. T. Rs., Cheques, etc., etc., etc." below the heading of the form *substitute*, "* Here enter Cheques Military Treasure Remittances etc etc, etc"

[Book of Account Forms, 1st Edn (R p) No 292, dated the 2nd June 1941].

235.

Audit Code)

on open foolscap)

STOCK BOOK OF FORMS OF * ____ ON IMPERIAL BANK. / TREASURIES.

*Here enter Supply Bills, R. T. Rs. cheques, etc., etc., etc.

RECEIPT INTO STOCK.						ISSUES FROM STOCK.										
Date.	From whom	Numbers.		Serial Number of Forms		Date.	To whom.	Numbers.		Serial Numbers.		Balance on receipt or issue.	Initials of G. O.	Number and date of acknowledgment	Remarks.
		Books.	Forms.	From	To			Books	Forms.	From	To				

S.Y.

(See ~~Art. 93,~~ Audit Code.)

(To be printed on open fool-cap with fly leaves.)

Register of Delivery of Books, Manuals, Codes, Correction Slips, etc.

Name of the Book

Numbers of copies received

on on

on on

on on

Person, Department or Section.	Number of copies supplied.	(a) Dated initials of receiver.	Dated initials of receiver	Dated initials of receiver.	Dated initials of receiver	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Remarks.

No. 293.

Page 260, Form No. S. Y. 236—

For the reference "(See Art. 93, Audit Code.)" at the top, *substitute* "(See Para. 65, Auditor General's Manual of Standing Orders.)".

[Book of Account Forms, 1st Edn. (Rep), No 293, dated the 2nd June 1941]

(a) In these cases enter the numbers of the correction slips

S. Y. [1]37.

(To be printed [o]n open foolscap.)

(General Diary [R]eturns.)

Monthly [Ret]*urns.*

Quarterly

Half-yearly

Annual

Item No.	Due date of despatch.	Name of return.	Section of office.	To whom sent.	April. No. of days. Before due date	April. No. of days. After due date.	May. No. of days. Before due date.	May. No. of days. After due date.

[J]une. No. of days. Before due date.	[J]une. No. of days. After due date.	July. No. of days. Before due date.	July. No. of days. After due date.	August. No. of days. Before due date.	August. No. of days. After due date.	September. No. of days. Before due date.	September. No. of days. After due date.	October. No. of days. Before due date.	October. No. of days. After due date.	November. No. of days. Before due date.	November. No. of days. After due date.	December. No. of days. Before due date.	December. No. of days. After due date.	January. No. of days. Before due date.	January. No. of days. After due date.	February. No. of days. Before due date.	February. No. of days. After due date.	March. No. of days. Before due date.	March. No. of days. After due date.

S.Y.

(See ~~Art. 93, Audit~~

(To be printed on

Register of Delivery of Books, Manuals,

Name of the Book

Numbers of copies received

on on

on on

on on

Person, Department or Section.	Number of copies supplied.	(a) Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.

No. 293.

Page 260, Form No. S Y. 236—

For the reference "(See Art 93, Audit Code.)" at the top, *substitute* "(See Para 65, Auditor General's Manual of Standing Orders.)".

[Book of Account Forms, 1st Edn (Rep), No 293, dated the 2nd June 1941].

Code.)

open foolscap with fly leaves.)

Codes, Correction Slips, etc.

Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	REMARKS.

cases enter the numbers of the correction slips

S. Y. 240.

(To be printed on open foolscap.)

STOCK AND DISTRIBUTION REGISTER OF PRINTED FORMS.

No. of form__________

Description of form__________

Month and Date of issue.	Total quantity issued to Sections.	TOTAL.	
			Stock Account. Balance on . Received on . TOTAL . Issued in. . Balance .

Page 262, Form No. S. Y. 239—

Substitute the following *for* this form .—

No. S. Y. 239

No.

To

The

Military Treasure Remittance Forms	..No.	to
Cheque forms for on the Bank	..No	to
Do. do. on other Treasuries	No.	to
Cash Order Forms	No	to

. . ..G.O.

Office of.. ....

....................19 .

Sir,

In compliance with your Indent No. dated I beg to advise the despatch to you to-day, by..... .., of the forms as per accompanying Receipt, which I request you will return to this office with your signature affixed thereto after ascertaining that the forms are correct.

I have the honour to be,

Sir,

Your obedient servant,

(Signature)

(Designation)

To

The

No.

Received from the

Military Treasure Remittance Forms	..No.	to
Cheque forms for on the Bank	..No.	to
Do. Do. on other Treasuries	No	to
Cash Order Forms	..No.	to

I have examined the above forms, and have found the numerical sequence unbroken.

Station................

Date......................

(Signature)

(Designation)

[Book of Account Forms, 1st Edn. (Rep), No. 201, dated the 2nd June 1941].

sequence unbroken.

Station ______________ *(Signature)*

Date ______________ *(Designation)*

S. Y. 240.

(To be printed on open fool-cap.)

STOCK AND DISTRIBUTION REGISTER OF PRINTED FORMS.

No. of form ____________

Description of form ____________

Month and Date of issue.	Total quantity issued to Sections.																		TOTAL.	
																				Stock Account. Balance on . Received on . ——— TOTAL . Issued in. . ——— Balance .

S. Y. 241.

(To be printed on ½ foolscap folio.)

First/Second CIRCULATION OF DAK.

Dated ______________________ H. M.

Total Number of Letters ______________

Dak opener.

Officer.	nitials.	Time.
A. G.		
D. A. G. 1		
D. A. G. 2		
A. A. G. 1		
A. A. G. 2		
A. A. G. 3		
A. A. G. 4		
A. A. G. 5		
Examiner L. A.		
Examiner O. A.		
Probationer 1		
Probationer 2		
Probationer 3		
A. A. O. 1		
A. A.O. 2.		
A. A. O. 3.		
A. A. O. 4		
A. A. O. 5		

Received in the Record Departme ______________

Officer in Charge of Record.

N. B.—After circulation, this slip will be retained in Record for a month only.

S. Y. 242.

(To be printed on Post Card size paper.)

(Obverse.)

[OF]FICE OF THE

19 .

Has the honour to state that his

dated has been forwarded

disposal.
whom it is intended

(Signature)

(Designation)

(Reverse.)

ON HIS MAJESTY'S SERVICE

To

S. Y. 243.

(To be printed on foolscap folio.)

Circulation Slip.

No. *Dated* *the* *19* .

The papers noted below are circulated herewith for and ultimate return to the issuing section within days of the date of issue.

Inward Dy. No.

Subject

Signature

Designation

Section or Department / Name and address of Auditors and name of Audit Circle.	When received date and hours.	When passed on date and hours.	Initials of Senior Accountant. / Auditors in token of necessary action having been taken.

S. Y. 244.

(To be printed on foolscap.)

Transit Book of Miscellaneous Undiarised Documents

Section.

Date of receipt.	Serial No.	From whom received.	Number and Date		Nature of document.	No. of enclosures.	When made over to section	Initials of receiving clerk.	Disposal.		Initials of Superintendent.	Initials of clerk responsible for filing.	Remarks.
			Number.	Date.					Date.	Manner.			
1	2	3	4	5	6	7		9	10	11	12	13	14

S. Y. 245.

(To be printed on foolscap folio.)

Index to Bundle Registers.

Page No.	Bundle No.	Subject.	Remarks.

S. Y. 246.

(To be printed on foolscap folio.)

Call for Records.

SUPERINTENDENT

Please return the following Records issued to your Section on requisition as they are already overdue.

Record Clerk. Supdt., Record.

Particulars of Records.	To whom issued.	Date of issue.

No. 295.

Page 267, Form No. S. Y. 246—

(i) *For* the sentence "Please return the following records ...overdue" *substitute* the following :—

"Please return the following records issued to your Section on requisition as they are already overdue, and note the date of return or the cause of delay if they cannot be returned."

(ii) *Add* a new column headed "Date of return or Explanation of cause of delay" at the end.

[Book of Account *Forms*, 1st Edn. (Rep.), No. 295, dated the 2nd June 1941].

Register of Returns

Date when despatched.	Description of papers sent.	To whom sent.	Reminded on.	When returned.	Remarks.

S. Y. 248.

(To be printed on foolscap folio.)

Contents of Bundles.

——————————*Section.*

Bundle No. year

Subject——————————

Page No.	Inward letter.		From or to	Outward letter.		Remarks.
	Diar No.	Date.		No.	Date.	

No. 296.

Page 269, Form No S. Y. 249—

In the heading of column 5 *delete* " R T. Rs "

[Book of Account Forms, 1st Edn. (Rep.), No 296, dated the 2nd June 1941]

Serial No.	Date of receipt.	From whom received.	No. and date of covering letter.	Nature of valuables, *e.g.*, whether cheques, cash, ~~R. T. Rs~~, etc.	Amount.			Section to which the valuable relates.	Disposal.					Remarks.
									How disposed of.	Initials of Despatcher with date.	No. and date of acknowledgment.	Initials of		
						Supdt.	G.O.					Supdt.	G. O.	

S. Y. 250.

(To be printed on foolscap.)

[1st page.]

[2nd and 3rd page have same columns as in the 1st page.]

Memo.

URGENT.

The Superintendents of the following departments are requested to report (through their respective Gazetted Officers) on the state of work in their departments, for the information of the————, with reference to the proposal that the office should be granted a holiday on————the———— on account of————

Dated————*19* . *Superintendent*————

Name of department.	Superintendent's remarks respecting arrears in the department.	Gazetted Officer's remarks or initials.

Page 271, Form No. S. Y. 250—

In items (2) and (3) of clause (*b*) of para. 1 *for* " the local Governm *substitute* " Government ".

[Book of Account Forms, 1st Edn. (Rep.), No. 297, dated the 2nd June 1941]

The orders of the ... to allow the members of the office establishment the holiday mentioned below :—

(*a*) Name of holiday and date on which " " to be observed.

(*b*) Class of holiday :—

(1) Prescribed by the N. I. Act.

(2) Notified by the Local Government under the N. I. Act.

(3) Announced by the ~~Local~~ Government for—

(*a*) All classes.

(*b*) One class only, *viz.* :—

(4) Special or local.

(*c*) Whether included in the sanctioned list of holidays for Account Offices.

2. The report on the state of work in the office is herewith submitted and last year's orders are also put up.

*Dated*__________*19* . *Superintendent*__________

Submitted to the__________through the__________

Orders of the Head of the Office :—

The orders above are circulated for the information of the Gazetted Officers and Superintendents.

*Dated*__________*19* *Superintendent*__________

S. Y. 251.

(To be printed on fool-cap folio.)

State of daily work in the Record Department for the week ending ______

Date.	Copying Branch.					Despatching Branch.					Initials of	
	Morning balance.	Received.	Total.	Copied and examined.	Evening balance.	Morning balance.	Received.	Total.	Despatched.	Evening balance.	Superintendent.	G. O.
Monday .												
Tuesday .												
Wednesday .												
Thursday .												
Friday .												
Saturday .												

S. Y. 252.

(To be printed on foolscap with flyleaves.)

TRANSIT REGISTER OF INWARD RETURNS.

Districts.	Date of receipt.	Date of delivery.	Initials of Auditor.	Date of receipt.	Date of delivery.	Initials of Auditor.	Date of receipt.	Date of delivery.	Initials of Auditor.	Date of receipt.	Date of delivery.	Initials of Auditor.	Date of receipt.	Date of delivery.	Initials of Auditor.	Date of receipt.	Date of delivery.	Initials of Auditor.	Date of receipt.	Date of delivery.	Initials of Auditor.	Date of receipt.	Date of delivery.	Initials of Auditor.	
	FOR THE MONTH OF 19 .																								

a ge 274, Form No. S. Y. 253—

(*i*) In the heading of the form *for* " 19 —19 ." *substitute* " 19

(*ii*) *Add* a new column headed " Date of Receipt " at the beginning.

[Book of Account Forms, 1st Edn. (Rep), No. 298, dated the 2nd June 1941].

Transit-Book of half-margins of Section for the month of 19

												Miscellaneous.			
Half margin No.	Local reply No.	Enclosures.	Half margin No.	Local reply No.	Enclosures.	Half margin No.	Local reply No.	Enclosures.	Half margin No.	Local reply No.	Enclosures.	Half margin No.	Local reply No.	Enclosures.	Receipt ... Section

S. Y.

To be printed on open

Despatch Register of Books

Name of book, etc., ____________

... of	Destination.	No. of copies supplied.	Date of despatch.	Postage		List of Correction.			List of Correction.			List of Correction.			List of Correction.		
						Date of despatch.	Stamp.		Date of despatch	Stamp.		Date of despatch.	Stamp.		Date of despatch.	Stamp.	
				a.	p.		a.	p.		a.	p.		a.	p.		a.	p.

...up with flyleaves.)

...uals, Codes, Correction Slips, etc.

List of ...ction.		List of Correction.			List of Correction.			List of Correction.			List of Correction.			List of Correction.			List of Correction.		
Stamp.		Date of despatch.	Stamp.		Date of despatch	Stamp.		Date of despatch.	Stamp.		Date of despatch.	Stamp.		Date of despatch.	Stamp.		Date of despatch.	Stamp.	
a.	p.		a.	p		a.	p.		a.	p.		a.	p.		a.	p.		a.	p.

S. Y. 257-A.

ACCOUNTANT GENERAL'S OFFIC[E]

Invoice No. Invoice No. ....

ACCOUNTANT GENERAL'S To

OFFICE THE

....193 .

Received from the Accountant General, the corre[ction slips] below :—

Number of copies of correction slips in each.	Serial number of correction slips.	Correction slips to	Number of copies of correction slips in each.	Serial number of correction slips.	
		Audit Code. Account Code. P. W. A. Code. Civil Account Code, Vol. I. Civil Account Code, Vol. II. Government Securities Manual. Manual of Appointments and Allowances. List of Treasuries and Sub-treasuries. Book of Forms.			Au[dit Code.] Ac[count Code.] P.[W. A. Code.] Civ[il Account Code, Vol. I.] Civil [Account Code, Vol. II.] Gove[rnment Securities] M[anual.] Manu[al of Appoint]me[nts and Allowan]ces. List of [Treasuries and] Sub[-treasuries.] Book of [Forms.]

N. B.—The return of this rece[ipt] *by return of post is re[quested.]*

To

THE ....

....

.. ..

Station.........

District............

Dated... .. . . 193 .

Signature

Designation

S. Y. 257-B.

Register of Casual Leave.

Section..

Name of applicant ....

Date of joining the section ....

Number of days Casual Leave taken in previous year ....

Number of days earned as Compensation leave............

Date of application.	Number of days Casual leave applied for.	Grounds of application.	Superintendent's recommendations.	Gazetted Officer's order.	Progressive totals of leave granted.	Remarks.
1	2	3	4	5	6	7

(To be printed on foolscap folio)

Office of the

No. 300.

Page 281, Form No. S. Y. 261—

In the body of the letter

(i) In line 1 *for* rule 20 *substitute* " rule 21 ",

(ii) in line 2 *for* " Postal Insurance Fund " *substitute* " Post Office Insurance Fund ",

(iii) in line 4 *for* the word " clerk " *substitute* " ... . ".

[Book of Account Forms, 1st Edn. (Rep.), No. 300, dated the 2nd June 1941].

registered envelope to the Post Master General,

Personal marks, etc., for identification :—

Height—

Complexion—

Colour of hair—

Do. of eyes—

Figure—

Other distinguishing marks : —

I have, etc.,

G. O.

Office of the

No.

Dated , *the* ______ *19* .

ference to rule 21 of the rules relating to ace Fund, I have the honour to request that ood as to examine Mr/Babu ______ ______ a clerk of this office and to forward proposal duly completed and signed in a registered envelope to the Post Master General,

Personal marks, etc., for identification : —

Height—

Complexion—

Colour of hair—

Do. of eyes—

Figure—

Other distinguishing marks :—

I have the honour to be,

Sir,

Your most obedient servant,

(Signature)

(Designation)

S. Y. 263.

(To be printed on foolscap folio.)

Register of Progress of training of apprentices and probationers.

Name———————————

Date of first employment in the Office.——————

Week ending	In what Branch employed.	On what duty employed.	Studied during the week.	Monthly report by Superintendent.	Initials of G. O.

Note.—The first four columns should be filled in by the apprentice or probationer himself.

(i) *For* the reference "(See Art. 97, Audit Code.)" at the top, *substitu* "(See Para. 26, Auditor General's Manual of Standing Orders.)".

(ii) In the printing instruction at the top *for* "double foolscap" *substitu* "Open foolscap".

(iii) In the "Note" below the form, *for* "Wleeky" in line 1, *rea* "weekly."

[Book of Account Forms, 1st Edn. (Rep.), No. 301, dated the 2nd June 1941].

Name of return.	To whom	When	Autho	April.	May.	June	July	Augus	Septer	Octob	Nover	Decer	Janu	Febr	Marc	REM
				G. O. in charge.	G. O. in charge.	G. O. in charge.	G. O. in charge.	G. O. in charge.	G. O. in charge.	G. O. in charge.	G. O. in charge.	G. O. in charge.	G. O. in charge.	G. O. in charge.	G. O. in charge.	

NOTE.—The returns which are to be submitted ~~wleeky~~, monthly or at other fixed periods ... corresponding headings and the column "When due" should ... should show in figures the dates and the month ... ly submitted. Thus, in the case of a particular ... and the column headed "July" would show

Page 284, Form No. S. Y. 265

(i) *For* the reference "(See Art. 156, Audit Code.)" at the top, *substitute* "(See Art. 218, Audit Code.)"

(ii) In the heading of column 7, *for* "Art. 156" *substitute* "Art. 218".

[Book of Account Forms, 1st Edn. (Rep.), No. 302, dated the 2nd June 1941]

... or written off.

Serial No.	Name of District.	No. and date of voucher.	Description of charge.	Amount	... waiving the objection or recovery or writing off the amount.	Reference to clause of ~~Art. 156, Audit Code~~ Art 245	Initials of Superintendent	Initials of G. O.	Initials of Head of the Office.	Remarks.
1	2	3	4	5	6	7	8	9	10	11
				Rs. A. P.						

No. 303.

Page 285, Form No S Y 266—

(i) *For* the reference "(See Arts. 202 and 319, Audit Code)" at the top, *substitute* "(See Art 158, Audit Code and Para. 141, Audit Manual.)"

(ii) In the last line of the letter (both foils) *for* "Articles 86 and 91 of the Civil Account Code Vol I" *substitute* "Rules/Paras of ".

(iii) In the statement (both foils) *for* the heading of column 2.—"Primary *unit of appropriation*"—*substitute* "Unit of appropriation".

[Book of Account Forms, 1st Edn (Rep), No. 303, dated the 2nd June 1941].

... than the appropriation for the year seems to warrant, and to invite your attention to the responsibility incurred by exceeding the sanctioned appropriation as explained in ~~Articles 86 and 91 of the Civil Account Code, Vol. I.~~ Rules paras — of —

Noted in Contingent Audit Register or in the Classified Abstract.

Auditor.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

Major, minor and detailed heads.	Primary unit of appropriation.	Appropriation for the year.	Expenditure up to 19 .

...ice of the

Dated ——, *the* —— 19 .

...ave the honour to bring to your notice that your $\frac{\text{under the heads noted below}}{\text{on account of contract contingencies}}$ is proceeding more rapidly than the appropriation for the year seems to warrant and to invite your attention to the responsibility incurred by exceeding the sanctioned appropriation as explained in Articles 86 and 91 of the Civil Account Code, Vol. I.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

Major, minor and detailed heads.	~~Primary~~ unit of appropriation.	Appropriation for the year.	Expenditure up to 19 .

Page 296, Form No. S. 1. 267—

(i) *For* the reference "(See Art. 202, Audit Code.)" at the top *substitute* "(See Art. 155, Audit Code.)"

(ii) In line 7 of the letter (both foils) *delete* "(Art. 91, C. A. C. Vol. I.)"

[Book of Account Forms, 1st Edn. (Rept. No. 301, dated the 2nd June 1941)]

(...eturned with reply on the reverse.)

OF THE

No. Dated , the ________ 19 .

To

THE ________

____

SIR,

I have the honour to inform you that the expenditure ________ up to ____, has exceeded the sanctioned appropriation for the current year, and to request that you will let me know, on an early date, what steps you have taken to obtain an additional appropriation to cover the excess and any further expenditure that may be incurred during the current year (~~Art. 91, C. A. C., Vol. I~~). If an additional appropriation has been applied for, the number and date of your application should be quoted.

(Above the blank: under the heads noted below / on account of contract contingencies)

I have the honour to be,
SIR,
Your most obedient Servant,

(Signature)
(Designation)

Head of expenditure.	Appropriation for the year.	Expenditure up to .	Excess.

To

THE ________

____

SIR,

I have the honour to inform you that the expenditure ________ up to , has exceeded the sanctioned appropriation for the current year, and to request that you will let me know, on an early date, what steps you have taken to obtain an additional appropriation to cover the excess and any further expenditure that may be incurred during the current year (~~Art. 91, C. A. C., Vol. I~~). If an additional appropriation has been applied for, the number and date of your application should be quoted.

(Above the blank: under the heads noted below / on account of contract contingencies)

Noted in the Contingent Audit Register or the Central Abstract and Objection Book.

Auditor.

(Signature)

(Designation)

Head of expenditure	Appropriation for the year	Expenditure up to .	Excess.

(To be printed on open foolscap)

Register of Alterations in Appropriations from one ~~primary~~ unit of Appropriation to another for the year 19 -19 .

Major Head ______ ______

Minor Head ______ ______

Authority.			Original appropriation.	Supplementary appropriations	Re appropriations sanctioned by competent authority.	Surrenders.		Net appropriation after each Modification.		Remarks.
						Voted	Non-voted.	Voted	Non-voted	

No. 305.

Page 287 Form No S Y 268 —

(i) *For* the referenc "(See Art 202 Audit Code)" at the top, *substitute* "(See Art 158 Audit Code)"

(ii) In the heading of the form *for* "primary unit of Appropriation" *substitute* "Unit of Appropriation"

(iii) In the heading of column 3 and in the heading of the third sub-column of column 6 *for* "Primary Unit" and "primary units" *substitute* "Unit of appropriation" and "units of appropriation" respectively

(iv) *For* "Non Voted" wherever it occurs in the form *substitute* "Charged/Non voted"

[Book of Account Forms, 1st Edn (Rep), N 305, dated the 2nd June 1941].

Page 288, Form No. S. Y. 269—

For the reference "(See Art. 286, Audit Code.)" at the top, *substitute* "(See para 108, Audit Manual.)".

[Book of Account Forms, 1st Edn. (Rep.), No. 300, dated the 2nd June 1941].

[...]MENT RETURNS.

To be submitted to the Gazetted Officer in charge every week.

Week ending.	Serial No.	Officer from whom due.	For what establishment.	Number of forms sent.	Dated initials of Despatcher.	Date of Reminder if not received by 15th May.			Receipt.		Completion of Check.			Dated initials of Gazetted Officer.	Dated initials of the clerk preparing the Book.	Remarks.
						1st reminder.	2nd reminder.	3rd reminder.	Number.	Dated initials of Auditor.	Number.	Dated initials of Auditor.	Dated initials of Superintendent.			

S. Y. 270.

(*See* Art. 287, Audit Code.)

(To be printed on foolscap quarto.)

OFFICE OF THE.

Dated *the* *19* .

No.

ANNUAL ESTABLISHMENT RETURNS.

MEMORANDUM.

The undersigned has the honour to forward forms, as noted below, for preparation of the Annual Statements of Establishment prescribed in e 62 of the Civil Account Code :—

Civil Account Code, Forms 3 and 4 each—

For office copies copies.

For fair copies copies.

2. It is requested that in preparing the statements the instructions ained in Article 62, Civil Account Code, may be followed, and that eturns, duly completed, may be despatched so as to reach this office not than 15th May next. In the case of establishments on a time-scale y, the return should be submitted in duplicate in the form prescribed for purpose.

3. It is also requested that the form of receipt below may be returned his office, duly signed, on receipt of the forms.

4. A certificate should be furnished at foot of Form 3 thus : "Compared n Service Books and found to agree."

(*Signature*)

(*Designation*)

* * * * * * * * * * * *

Received the undernoted forms for the preparation of the Annual Estabhment Returns for April 19 .

Civil Account Code, Forms 3 and 4 each copies.

Station *Signature*

Date *Designation*

Page 290, Form No. S. Y. 271—

(i) *For* the reference " (See Art. 288, Audit Code.)" a *tute* " (See Para. 109, Audit Manual.)"

(ii) *Item 1*—

For this item *substitute* the following :—

1. Date of appointment to post not stated.

(iii) *Item 2*—

For " Date of appointment to present post........ lines 1-2 *substitute* " Date of appointment to post ".

(iv) *Items 3 and 4*—

Delete these items.

(v) *Item 5*—

Delete the words " and promotion to present pay " i " acting " in line 3 *substitute* " officiating ".

(vi) *Item 6*—

For " Form 3 " and " Form 4 " *substitute* " Form A ' respectively.

(vii) *Item 7*—

For " acting " and " acting allowance " *substitute* " offic ditional pay for officiating " respectively and at the end *add* ' pay for officiating counts for pension ".

(viii) *Item 12*—

Delete this item.

(ix) *Item 21*—

Substitute the following *for* this item :—

" Form B not forwarded."

(x) *Item 22*—

For " Form 4 " *substitute* " Form B ".

(xi) *Item 26*—

Delete the words " Minimum and Maximum columns $\frac{n}{wro}$

(xii) *Item 28*—

Delete this item.

(xiii) *Item 32*—

For " Next Increment " *substitute* " last increment ".

[Book of Account Forms, 1st Edn. (Rep.), No. 307, dated the 2nd J

S. Y. 272-A.

(To be printed on foolscap.)

(First page.)

Register of Contract Contingent Expenditure during the year 19 .

trict ——————

ficer——————

	Add.			Deduct.			Rs.	A.	P.
	Rs.	A.	P.	Rs.					
t for year									
Deduct :—									
Vide No. dated . .									
Vide No. dated . .									
Vide No. dated . .									
TOTAL .									
Net difference between columns "add" and "deduct" .									
Net grant at the end of the year .									

.	Voucher No.	Local consecutive No	Amount.			Progressive total after each list.			REMARKS.
		Carried over .							

(Second, third and fourth page.)

Allotment Rs.

Month.	Voucher No.	Local consecutive No.	Amount.	Progressive total after each list.	Rema[illegible]
	Brought forward				
	Carried over				

S. Y. 273.

(*See Art. 316 (a), Audit Code.*)

(To be printed on foolscap folio.)

Office of the

No. 308.

Page 293, Form No. S. Y. 273—

For the reference "[See Art. 316 (*a*), Audit Code]" at the top, *substitue* "[See Para. 138 (*a*), Audit Manual.]".

[Book of Account Forms, 1st Edn (Rep), No. 308, dated the 2nd June 1941]

...riginal with reply.

Calls for detailed countersigned bills in respect of the undermentioned abstract contingent bills of the district for the month of 19 .

Gazetted Officer.

No. of Voucher and date of payment.	Designation of Drawing Officer.	Nature of payment.	Amount.

19 .

SIR,

I have the honour to append on the reverse a list of abstract contingent bills drawn on________Treasury during the month of_____19 , which are outstanding on the books of this office for want of detailed bills countersigned by you, and to request that if the bills have already been submitted to you for countersignature, you will be so good as to expedite their transmission to this office. If they have not been received and passed on by you I request that the disbursing officers may be asked to submit them to you without delay and that they may be transmitted to this office duly countersigned as soon as possible.

(*Signature*)
(*Designation*)

*Reply No.*______

*Dated*______*19* .

To

THE

Returned with the requisite information noted on the reverse.

(*Signature*)
(*Designation*)

(Reverse.)

No. of Voucher and date of payment.	Designation of Drawing Officer.	Nature of payment.	Amount.	No. and date of forwarding letter with which detailed counter-signed bills were passed on to Accountant-General's Office.	REMARKS.

No of Voucher and date of payment.	Designation of Drawing Officer.	Nature of payment.	Amount.

No. 309.

Page 295, Form No S Y. 274—

For the reference "(See Art 180, Audit Code.)" at the top, *substitute* "(See Para. 329, Audit Manual)".

[Book of Account Forms, 1st Edn. (Rep.) No 309, dated the 2nd June 1941.]

(To be printed ...

OFFICE OF THE ______________

Dated ______________ *the* ______________ 19 .

MEMORANDUM.

	Rs.	A.	P.
Amount of the bill			
Deduct			
Passed for payment			

Reason of deduction.

B.—It is requested that this memo. may be returned with any representation that the Government Servant / firm may wish to make on this subject.

(Signature) ______________

(Designation) ______________

Page 296, Form No. S. Y. 275—

For the reference "(See Art. 475, Audit Code.)" at the top, *substitut* "[See Rule (9) of Annexure A. to Chap. 5 of Sec. IV, Audit Code.]".

[Book of Account Forms, 1st Edn. (Rep.), No. 310, dated the 2nd June 1941.]

(To be printed on foolscap quarto.)

OFFICE OF THE ____________________

____________, *dated* ____________ 19

INTIMATION.

Your bill for Rs. ____________ received on the ____________ been passed for Rs ____________. *Please* send your messenger w your acknowledgment at foot duly *stamped*, with instructions to mak over to the paying officer after actual receipt of the payment. To *No.* ______ (or this intimation when the bill has been sent by post and *token received) should* also be sent as evidence of identification in addi to the signed acknowledgment.

(*Signature*) ____________

(*Designation*) ____________

N.B.—Government accepts no responsibility for any fraud or misappropriation in respec money or cheques made over to a *messenger*.

ACKNOWLEDGMENT.

RECEIVED by $\frac{\text{cash}}{\text{cheque}}$ Rs. ( ) ____________

from the ____________ in payment of my No. ______, dated the ____________ 19 , on acco of ____________.

Station ____________ (*Signature*) ____________

Date ____________ (*Designation*) ____________

Name of messenger to whom payment is to be made ____________

Signature or thumb impression of *messenger* ____________ (To be taken by the Audit Office.)

CUT OPEN HERE.

Page 297, Form No S. Y. 276—

For the reference "(See Art. 175, Audit Code.)" at the top, "[See Rule (9) of Annexure A to Chap. 5 of Sec. IV, Audit Code.]".

[Book of Account Forms, 1st Edn (Rep.), No. 311, dated the 2nd June 1[illegible]

(Size Post Card.)

Office of the ____________________

Dated the ______________ *19* .

INTIMATION.

[illegible]our bill for Rs. __________ received on the __________ has been [illegible] for Rs. __________ . Please send your messenger with your acknow[illegible]*ent* duly stamped, with instructions to make it over to the paying [illegible] after actual receipt of the payment. Token No. __________ (or this [illegible]tion when the bill has been sent by post and no token received) should [illegible] sent as evidence of identification in addition to the signed acknow[illegible]ent.

(*Signature*) ____________________

(*Designation*) ____________________

N. B.—Government accepts no responsibility for any fraud or misappropriation in respect of [illegible] or cheques made over to a messenger.

[illegible] MAJESTY'S SERVICE

No. 312.

Page 297, Form No. S. Y. 277—

For the reference "(See Art. 475, Audit Code.)" at the top *subs* "[See Rule (10) of Annexure A to Chap. 5 of Sec. IV, Audit Code.]".

[Book of Account Forms, 1st Edn, No. 312, dated the 2nd June 1941.]

Received by cheque [illegible] ____________________

---

from the __________ in payment of my bill No. __________

dated the __________ 19 , on account of __________

Station __________ (*Signature*) __________

Date __________ (*Designation*) __________

Name of messenger to whom payment is to be made ____________________

Signature or thumb impression of messenger ____________________
(To be taken by the Audit Office.)

No. 313.

Page 298, Form No. S. Y. 278—

Delete the reference "(See Art. 496, Audit Code.)" at the top.

[Book of Account Forms, 1st Edn (Rep), No. 313, dated the 2nd June 1941.

(~~*See* Art. 496, Audit Code.~~)

(To be printed on foolscap folio.)

No. *The* *of* 193 .

From whom received__________

On what account__________

Whether Cheque, Draft, etc. __________

Value in Rupees__________

Head to be credited to__________

Accountant-Genera

(Initials of Superintendent of Section by which received.)

(Initials of Superintendent of Bank Audit Section.)

Date on which credited by the Bank.

(Initials of Superintendent Bank Audit Section.)

OFFICE OF THE ACCOUNTANT-GENERA

Credit Slip No. *the* *of* 19

To

THE IMPERIAL BANK OF INDIA,

GOVERNMENT ACCOUNT DEPARTMENT.

The undersigned begs to forward a

for Rupees

for credit in due course in the Government portion of the Bank's accou under the following heads :—

Heads of Account to which the amount should be credited.	Amount.
TOTAL	

Accountant-Gener

N. B.—No acknowledgment is required, except the credit in account and receipt in subjoined Memo.

IMPERIAL BANK OF INDIA, GOVT. ACCOUNT DEPARTMENT. *The*

Received, with credit slip No. , for credit in due course the Government Account portion, a for Rupees

Superintendent, Government Account Department, Imperial Bank of Ind

No. 314.

Page 290, Form No. S. Y. 280—

(i) *For* the reference "(See Art. 738, Audit Code.)" at the top, *substitute* "(See Para. 531 Audit Manual)".

(ii) *For* the heading "Head of Service" of column 2 *substitute* "Head of Account".

[Book of Account Forms, 1st Edn. (Rep.), No. 314, dated the 2nd June 1941.]

...of contingent expenditure which has exceeded the sanctioned appropriation for the year 19 -19 .

...ict ...e.	Account Head of Service.	Total expenditure for the year.			Sanctioned appropriation for the year.	Excess.			Remarks.
		Rs.	A.	P.		Rs.	A.	P.	

No. 315.

Page 300, Form No. S. Y. 281—

For the reference "(See Art. 769, Audit Code.)" at the top, *substitute* "(See Para. 561, Audit Manual)".

[Book of Account Forms, 1st Edn. (Rep.), No. 315, dated the 2nd June 1941.]

M42AGO

(See ~~Art. 769, Audit Code.~~)

(To be printed on foolscap folio.)

To be returned in original within a fortnight of its receipt with reply n in the right-hand column.

OFFICE OF THE

No. *Dated*————————*the*————*19* .

FROM

THE

To

The $\frac{\text{item}}{\text{items}}$ noted below $\frac{\text{is}}{\text{are}}$ held under objection for the reasons s against $\frac{\text{it}}{\text{them}}$. The information asked for should be supplied, the d removed or a full explanation furnished with an intimation of the a taken.

Checked.

Entered in Objection Book, page *(Signature)*

Auditor. *(Designation)*

No. of item.	No and date of voucher and description of charge.	Amount under objection			Particulars of objection.	Reply No. Dated—— ——19

S. Y. 282.
(~~See Art. 774, Audit Code.~~)
(To be printed on foolscap folio.)

Withdrawal of Retrenchment.

No. 316.

Page 301, Form No. S. Y. 282—

For the reference "(See Art. 774, Audit Code.)" at the *top*, *substitute* "(See Para. 566, Audit Manual.)".

[*Book of Account Forms*, 1st Edn. (Rep.), No. 316, dated the 2nd June 1911.]

———, dated ———, as per particulars below. If recovery has already been effected, repayment on a simple receipt is authorised:—

Officer retrenched:—

No. and date of voucher:—

Amount

Reason.

No.

Copy forwarded for information to the Treasury Officer.

Noted in Objection Book.

Auditor. (*Signature*)

(*Designation*)

Withdrawal of Retrenchment.

Please consider as cancelled my Retrenchment Slip No ———, dated ———, as per particulars below. If recovery has already been effected, repayment on a simple receipt is authorised:—

Officer retrenched.—

No. and date of voucher:—

Amount

Reason.

(*Signature*)

(*Designation*)

Withdrawal of Retrenchment.

No.

OFFICE OF THE

Dated ———, *the* ——— *19* .

To

———

Please consider as cancelled my Retrenchment Slip No. ———, dated ———, as per particulars below. If recovery has already been effected, repayment on a simple receipt is authorised —

Officer retrenched —

No. and date of voucher:—

Amount

Reason.

No.

Copy forwarded for information to the Treasury Officer.

(*Signature*)

(*Designation*)

No. 317.

Page 302, Form No. S. Y. 283—

For the reference "(See Art. 774, Audit Code.)" at the top, *substitute* "(See Para. 566, Audit Manual.)".

[Book of Account Forms, 1st Edn. (Rep.), No. 317, dated the 2nd June 1941.]

No.—— Dated——the——19 .
To
THE——

In modification of Retrenchment Slip No.——, dated —— 19 , please note that the Treasury Officer——has been instructed to recover from the next pay / travelling allowance / contingent bill presented by you the amount noted below in the manner indicated. If the amount originally retrenched has already been recovered, the balance should be recovered or refunded as the case may be.

Drawing Officer——
Treasury of payment——
Voucher { No.—— Date——
Amount to be recovered Rs.——
To be recovered in

Reason

N.B.—For explanation see reverse.

You should immediately forward any representation you may have to make in order that if it is accepted the retrenchment order may be withdrawn or modified.

(*Signature*)
(*Designation*)

No.—— *Dated*——, *the*——19 .

Copy forwarded to the Treasury Officer—— for information and guidance in supersession of the slip quoted above. Noted in the Objection Book.

(*Signature*)

No.—— *Dated*——*the*——19 .
To
THE——

In modification of Retrenchment Slip No.——, dated——19 , please note that the Treasury Officer——has been instructed to recover from the next pay / travelling allowance / contingent bill presented by you the amount noted below in the manner indicated. If the amount originally retrenched has already been recovered, the balance should be recovered or refunded as the case may be.

Drawing Officer——
Treasury of payment——
Voucher { No.—— Date——
Amount to be recovered Rs.——
To be recovered in

Reason

N. B.—For explanation see reverse.

You should immediately forward any representation you may have to make in order that if it is accepted the retrenchment order may be withdrawn or modified.

(*Revised Retrenchment Slip.*)

[illegible]E OF THE

No.—— *Dated*——*the*——19 .
To
THE——

In modification of Retrenchment Slip No.—— dated ——19 , please note that the Treasury Officer——has been instructed to recover from the next pay / travelling allowance / contingent bill presented by you the amount noted below in the manner indicated. If the amount originally retrenched has already been recovered, the balance should be recovered or refunded as the case may be.

Drawing Officer——
Treasury of pay——
Voucher { No.—— Date——
Amount to be recovered Rs.——
To be recovered in

Reason.

You should immediately forward any representation you may have to make in order that if it is accepted the retrenchment order may be withdrawn or modified.

(*Signature*)
(*Designation*)

No.—— *Dated*——*the*——19 .

Copy forwarded to the Treasury Officer—— for information and guidance in supersession of the [illegible]

No. 318.

No. 318.

Pages 303-304, Form No. S. Y. 284—

(*i*) *For* the reference "(See Art. 775, Audit Code.)" at the top, *substitute* "(See Art. 252, Audit Code and Para. 567, Audit Manual.)".

(*ii*) In line 3 of the letter (all the foils) *for* "salary/allowance *substitute* "pay/leave salary/allowance".

(*iii*) On the reverse of the form *for* the line "(To be printed on the reverse of the last folio)" at the top *substitute* "(To be printed on the reverse of the second foil)".

(*iv*) On the reverse of the form *for* "Treasury Office" *read* "Treasury Officer".

[Book of Account Forms, 1st Edn. (Rep.), No. 318, dated the 2nd June 1941.]

No.

on account of ——————

as detailed below.

The above amount will now be paid to you on presentation of this letter at the Treasury.

Gazetted Officer.

Copy to Treasury Office ——————
for information and necessary action.

Gazetted Officer.

No.

(To be printed on foolscap folio)

on account of ——————

as detailed below.

The above amount will now be paid to you on presentation of this letter at the ——————
Treasury.

I have the honour to be,
SIR,
Your most obedient servant,

(*Signature*)
(*Designation*)

(Payment to be made on reverse.)

No.
Reference to Voucher No.———— dated————
—ICE OF THE

Dated———— *the*———— ———— *19* .

I have the honour to inform you that a sum ( ) ——————
salary/allowance at Rs. ( ) ——————

een less drawn by you in your———— Bill
he month of——————
account of——————

as detailed below.

The above amount will now be paid to you on presentation of this letter at the——————
Treasury.

I have the honour to be,
SIR,
Your most obedient servant,

(*Signature*) (*Sd.*)
(*Designation*)

Copy to Treasury Officer ——————
for information and necessary action.

(*Signature*)
(*Designation*)

(To be printed on the reverse of the last folio.)

Passed for Rs. (————————————)

————————————————————

———————————————————only.

————————————— }
—————19 . } Treasury Office.

Received payment.

(*Signature*)

(*Designation*)

Page 305, Form No. S. Y. 285—

(i) *For* the reference "(See Art. 795, Audit Code.)" at the t
"(See Para. 582, Audit Manual.)".

(ii) *For* " Province " at the top *substitute* " Government ".

[Book of Account Forms, 1st Edn (Rep), No 319, dated the 2nd Ju

PROVINCE Government.

District

egister showing the balances outstanding under Objection Book Advances Suspense Receipts/Payments on the last day of the quarter ending 19 .

umber and date of vouchers and month of adjustment.	Nature of items.	Amount.			Steps taken for adjustment.	Orders of the G. O. concerned.
		Rs.	a.	p		
	TOTAL .					

Certified that the total agrees with the balance worked out in the broadsheet.

Auditor. *Accountant.*

Page 306, Form No. S. Y. 286—

(*i*) *For* the reference "(See Art. 797, Audit Code.)" at the top, *substitute* "(See Para. 585, Audit Manual.)".

(*ii*) In the first heading *for* " canons of financial propriety " *substitute* " standards of financial propriety ".

(*iii*) In the footnote *for* " See Article 797 of the Audit code " *substitute* " see Para. 585. Audit Manual ".

[Book of Account Forms, 1st Edn. (Rep.), No. 320, dated the 2nd June 1941.]

S. Y. 286.

(*See Art. 707, Audit Code.*)

(To be printed on open foolscap.)

Register of expenditure involving breach of the canons of Financial propriety.

List of Outstanding Objections more than three/six months old.

m. o.	Month and year of objection and page of Objection Book.	No. and date of Voucher.	Nature of receipt or payment.	Amount.	Nature of objection.		No., Date and Substance* of Letters on the subject.				Date Adju men
							No.	Date.	From or to	Substance.	

Page 307, Form No. S. Y. 286-A—

(*i*) In the heading of column 7 *for* "Local Government" *substitute* "Go[vern]ernment".

(*ii*) In the heading of column 9 *for* "Trial" *read* "Final"

[Book of Account Forms, 1st Edn (Rep.), No 321, dated the 2nd June 1941.]

... financial irregularities for inclusion in the Appropriation Acco[unts] of Government

Serial No.	Name of District or Division.	Month of account and Voucher No.	Amount.	Description of charge; or nature of the irregularity.	Name and Designation of officer responsible for the irregularity.	No. and date of report to Local Government.	Orders of Government.	Final (Trial) remarks passed by the Head of Account Office.	Whether included in the Appropriation Accounts.	Remarks

No. 322.

Page 308, Form No. S Y. 287—

For the reference "(See Art. 797, Audit Code.)" at the top, st[e] "(See Para 585, Audit Manual.)".

[Book of Account Forms, 1st Edn. (Rep.), No. 322, dated the 2nd June 19

(To be printed on foolscap folio.)

(Obverse.)

To be returned in original within a week of its receipt with reply noted on the margin.

No.	REPLY.
OFFICE OF THE	
———, *dated*——————*19*	——————19
FROM THE	
TO THE——————	To
——————	THE

SIR,

The items on my Objection Books noted on the reverse have long been outstanding. As it is very desirable that they should be adjusted without further loss of time, I have the honour to invite your particular attention to them and to request that you will be so good as to take special steps in view to their early clearance, noting the action taken in the margin of this letter which should be returned without delay.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

(Reverse.)

Objection Statement.

Month.	No. of Voucher.	Amount.	Remarks.

No. 323.

Page 309, Form No. S. Y. 258—

In line 2 of the Memo (both foils) *for* " Remittance Transfer Recei[pt] *substitute* " Government Draft "

[Book of Account Forms 1st Edn (Rep.), No. 323, dated the 2nd June 1941.]

[..]e 3

OFFICE OF THE

No.

———— *dated* ———— *19* .

The undersigned has the honour to request that a ~~Remittance Transfer Receipt / Bill of Exchange~~ Govt. Draft

for $\frac{\text{Rs. (\qquad)}}{\text{£ (\qquad)}}$ ————

———— on ————

in favour of ————

————

[m]ay be forwarded to this office, its [a]mount/cost* being debited to Government [a]ccount under ————

(*Signature*)

(*Designation*)

*To be stated in a memo which should [be] attached to the bill

THE IMPERIAL BANK OF INDIA.

OFFICE OF THE

No

———— *dated* ———— *19* .

The undersigned has the honour to request that a ~~Remittance Transfer Receipt / Bill of Exchange~~ Govt. Draft

for $\frac{\text{Rs. (\qquad)}}{\text{£ (\qquad)}}$ ————

———— on ————

in favour of ————

————

may be forwarded to this office, its amount/cost* being debited to Government account under ————

(*Signature*)

(*Designation*)

*To be stated in a memo, which should be attached to the bill.

To

THE IMPERIAL BANK OF INDIA.

No. 324.

Page 310, Form No. S. Y. 289—

For " Remittance Transfer Receipt " wherever it occurs in *substitute* " Government Draft ".

[Book of Account Forms, 1st Edn (Rep). No. 324, dated the 2nd June 1941.

(To be printed on foolscap quarto.)

No.————

Dated ———— *the* ———— *19* .

FROM

THE————

TO

THE————

SIR,

As requested in your letter No.————, dated the————, a ~~Remittance Transfer Receipt~~ Govt: Draft / Bill of Exchange for Rs./£ a./s. p./d. in favour of———— ———— is being forwarded herewith / to ————. The amount / Cost of the ~~Remittance Transfer Receipt~~ Government Draft / Bill viz.. Rs. as. p. has been debited to your appropriation for contingencies under———— .
The amount should be entered in your contingent Register against the appropriation for the current financial year and payee's (stamped) receipt obtained and forwarded to this office.

Please acknowledge receipt of the ~~Remittance Transfer Receipt~~ Government Draft / Bill of Exchange.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

No. 325.

Page 311, Form No. S. Y. 290—

Delete this form.

[Book of Account Forms, 1st Edn (Rep), No 325, dated the 2nd June 1941.]

(Se

(To be printed on foolscap.)

Transfer Entry Number Book ———— Section/Department. Month of ———— 19 -1

Section No.	District.	Debited.				Credited.				Reasons for transfer entry *	Receipt of the Book Department.	Book Department No. of T. E.	Rem
		Head.	Amount.			Head.	Amount.						
				a.	p.		R.	a.	p				

* In Column 7 a guide letter A, B or C, as the case may be, should appear to indicate the reasons for transfer entries.
A=Mistake of his office.
B=Mistake of the Treasury Department.
C=Periodical adjustment.

No. 326.

Page 312, Form No. S. Y. 291—

For the reference "(See Art. 25' Account Code.)" at the top, *substitute* "(See Para. 310, Audit Manual.)".

[Book of Account Forms 1st Edn (Rep). No 326, dated the 2nd June 1941.]

S.Y. 291.

(~~See Art. 256, Account Code.~~)

(To be printed on foolscap folio.)

N.B.—Agreement should be made with Departmental Registers and not with Treasury figures.

Reminder on the ______________

No.

FROM

THE ACCOUNTANT-GENERAL,

____

To

THE ______________

____

Dated ______, *the* ______ *19* .

SIR,

I have the honour to request that you will inform me whether the outstandings against your district in the books of this office on the 31st March 19 , on account of the advances noted overleaf, agree with those shown in the books of your office.

This form should be returned with the appropriate certificate, printed on the reverse, duly signed.

I have, &c.,

Gazetted Officer.

N.B.—Agreement should be made with Departmental Reg[isters and] not with Treasury figures.

No.

FROM

THE ACCOUNTANT-GENERAL,

____

To

THE ______________

____

Dated ______, *the* ______

SIR,

I have the honour to request that you will inform me whe[ther the] outstandings against your district in the books of this office on [the 31st] March 19 , on account of the advances noted overleaf, agree w[ith those] shown in the books of your office.

This form should be returned with the appropriate certificate on the reverse, duly signed.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

Description of advance.	Amount.		*Description of Advance.*	Amount.

No

I certify that I have personally compared the above balances with these of the departmental accounts and

(*i*) that there is no difference between them,
(*ii*) that the *differences* between them were reconciled and adjusted in the accounts of the treasury or departmental accounts in the month of .... as shown in the separate memo. attached.

Station........

Date........

Signature........

Designation........

Page 312, Form No. S. Y. 291—

For the reference "(See Art. 25? Account Code.)" at the top, *substitu* '(See Para. 310, Audit Manual.)".

(Book of Account Forms 1st Edn (Rep.), No 326, dated the 2nd June 1941.)

S.Y. 291.

(~~See Art. 2?6, Account Code.~~)

(To be printed on foolscap folio.)

N.B.—Agreement should be made with Departmental Registers and not with Treasury figures.

Reminder on the ____________

No.

FROM

THE ACCOUNTANT-GENERAL,

____

TO

THE ____________

____

Dated ________, *the* ________ *19* .

SIR,

I have the honour to request that you will inform me whether the outstandings against your district in the books of this office on the 31st March 19 , on account of the advances noted overleaf, agree with those shown in the books of your office.

This form should be returned with the appropriate certificate, printed on the reverse, duly signed.

I have, etc.,

Gazetted Officer.

N.B.—Agreement should be made with Departmental Reg[isters and] not with Treasury figures.

No.

FROM

THE ACCOUNTANT-GENERAL,

____

TO

THE ____________

____

Dated ________, *the* ________

SIR,

I have the honour to request that you will inform me whe[ther the] outstandings against your district in the books of this office on [the 31st] March 19 , on account of the advances noted overleaf, agree w[ith those] shown in the books of your office.

This form should be returned with the appropriate certificate on the reverse, duly signed.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

(Reverse).

Description of advance.	Amount.		Description of Advance.	Amount

No.

I certify that I have personally compared the above balances with those of the departmental accounts and

(i) that there is no difference between them;
(ii) that the differences between them were reconciled and adjusted in the accounts of the treasury or departmental accounts in the month of .... as shown in the separate memo attached.

Signature ....

Designation ....

Station ....

Date ....

No. 327.

Page 314, Form No S. Y 292—

For the reference "(See Article 256, Rule 1, Account Code.)" at the top *substitute* (See Para 310, Rule 1, Audit Manual.)".

[Book of Account Forms, 1st Edn. (Rep.), No 327, dated the 2nd June 1941.]

Office of the

Dated——— *the*——— 19 .

To

THE———

———

SIR,

I have the honour to state that a sum of Rs.——— is outstanding against you / your subordinates on the 31st March 19 , on account of——— drawn by you / them as shown on the reverse.

Please state on the reverse if you accept the amount as correct. / obtain and furnish acceptance to the correctness of the balances outstanding against them.

2. In case of non-acceptance, details of credits should be forwarded to this office, quoting the number and date of the Treasury vouchers from which the amounts were deducted or of the Treasury chalans with which the amounts were refunded.

Gazetted Officer.

Office of the

Dated——— *the*——— 19 .

To

THE———

———

SIR,

I have the honour to state that a sum of Rs.——— is outstanding against you / your subordinates on the 31st March 19 , on account of——— drawn by you / them as shown on the reverse.

Please state on the reverse if you accept the amount as correct. / obtain and furnish acceptance to the correctness of the balances outstanding against them.

2. In case of non-acceptance, details of credits should be forwarded to this office, quoting the number and date of the Treasury vouchers from which the amounts were deducted or of the Treasury chalans with which the amounts were refunded.

I have the honour to be,
SIR,
Your most obedient servant,

(Signature)

(Designation)

(Reverse.)

No. in the Broadsheet.	Nature of Advance.	By whom drawn.	Balance outstanding on 31st March 19 .	Remarks.		No. in the Broadsheet.	Nature of Advance.	By whom drawn.	Balance outstanding on 31st March 19 .	Remarks.
Total .						Total .				

No.

I accept the balance as correct / Required acceptances are annexed.

Station——— (Signature)

Date ——— (Designation)

No. 328.

Pages 316-317, Form No. S Y 29 :-

(i) *Delete* the reference "(See Art 8, C A C)" at the top

(ii) *Delete* "(Art. , C A C.)" occurring in all the foils

(iii) In the second and third foils in line 10 of the letter *for* " List of Payments " *substitute* " Schedule of Payments "

(iv) *For* " mortgaged bond " in the counter foil and in line 2 of the endorsement in the second foil *substitute* " mortgage bond ".

(v) In the " Reverse " portion of the form in line 1 of instruction No. 1, *for* " non gazetted officers " *substitute* " non-gazetted Government servants ".

[Book of Account Forms, 1st Edn (Rep.), No. 328, dated the 2nd June 1941.]

Rs. ———

pay to ———

on account of ———

Recoverable in ——— equal instalments of Rs. ——— each commencing from ———

——— (Art. , C. A. C.) the last instalment being of Rs. ———

The execution of a mortgaged bond should be certified on the bill or the required certificate should be furnished as soon as possible.

Auditor,

Supdt.

Gazetted Officer

on presentation of a voucher in proper form. The No. and date of the letter should be quoted on the Receipt/Voucher as your authority for the payment and charge should be shown as a distinct item in the body of the List of Payments in the schedule for ——— The advance should be recovered in ——— equal instalments of Rs. ——— each commencing from ——— (Art. , C. A. C.), the last instalment being of Rs. ———

I have etc.,

(Sd.)

Designation ———

Copy forwarded to ——— for information. The execution of a mortgaged bond should be certified on the bill or the certificate mentioned on the reverse should be furnished as soon as possible. Attention is also invited to the instructions on the reverse.

(*Signature*)

the ———

——— *dated* ——— 19 .

No. ———

TREASURY OFFICER, ———

their letter No. ——— , dated ——— , sanc- payment of a sum of Rs. ——— on account of ——— , I have the honour to payment of the amount to ——— on presentation of a simple receipt/voucher in proper form. The No. and date of the letter should be quoted on the Receipt/Voucher as your authority for the payment, and the charge should be shown as a distinct item in the body of the List of Payments in the schedule for

The balance should be recovered in ——— equal instalments of Rs. ——— each, commencing from ———

Art. ——— , C. A. C.), the last instalment being of Rs. ———

I have, etc.,

(Reverse.)

(1) In the case of non-gazetted officers who are not entitled to draw their pay in the [illegible] O's bill form, the receipt of the payee, stamped, if necessary, should be furnished on the [illegible] itself

(2) In the case of an advance drawn for the purchase of a house, a certificate should [b]e furnished at the end of three months to the effect that the amount drawn has been [sp]ent on the purchase of the house.

(3) In the case of an advance for building or repairing a house drawn by instalments, [th]e amount of each instalment should be such as can be spent within three months. The [bil]ls for second and subsequent instalments should be supported by a certificate that the [am]ount of the previous instalment of the advance drawn on has been actually [u]sed for the purpose for which it was drawn. At the end of three months from the date [of] drawal of the last instalment of the advance, a further certificate should be sent to this [Offic]e to the effect that the amount of Rs.
[dra]wn as last instalment of the advance for Rs

account of house building / repairing has been actually utilised for the purpose for which it was [dra]wn.

(4) In case of an advance sanctioned for purchase of Motor Car or Motor Cycle the [am]ount should not be drawn from the treasury until it is actually needed for the purchase [of] the Car or the Cycle.

(5) Simple interest at 5 per cent. per annum is leviable on the balance of the advance [out]standing on the last day of each month.

(6) Insurance should be effected within one month of the date of purchase and the [insu]rance cover note and not the Insurance Policy sent to the Audit Office for reference and [illegible] insured during any period must not be [illegible] beginning of that period and that [illegible] he advance has been completely [illegible] wing that the car has been suffi- [illegible] the evidence of renewal of insu- [illegible]

(7) The date of purchase of the Car or Cycle should be intimated to the Audit [Offic]e.

(8) A certificate may be sent to the Audit Office to the effect that the mortgage bond [has] been deposited with the Inspector General of Registration for safe custody.

(9) The contravention of these orders will render an officer liable to refund the whole [of th]e amount advanced with interest accrued unless good reason is shown to the contrary.

No. 329.

Page 318, Form No. S. Y. 294—

(i) *Delete* the reference "[See Art 8, C. A. C.]" at the top.

(ii) *In the second foil for* " *of* " *in line 3 of the letter substitute* " at ".

[Book of Account Forms, 1st Edn. (Rep.), No 323, dated the 2nd June 1941.]

To

____

____

His letter No. ____ of ____

Name of Treasury / Sub-Treasury

Particulars of Bill ____

Passed for Rupees ____

Disallowed Rupees ____

Brief reasons for disallowance ____

Copy to T. O. ____ for information and necessary action.

Gazetted Officer

---

19 .

The

To

The ____

SIR,

I have the honour to inform you that I have *sent to the Treasury Officer* ____ duly passed for payment of the ____ for Rupees ____ *the* ____ Bill ____ forwarded for pre-audit with your letter No. ____, dated ____ 19 . You may now arrange to receive payment from the Treasury / Sub-Treasury Officer ____ on presentation of this letter either in person or with a written application duly signed by you.

A sum of Rs. ____ has been disallowed for the *reasons* stated on the reverse.

I have the honour to be,
SIR,
Your most obedient servant.

(*Signature*)
(*Designation*)

Return of Bills after Pre-audit.

No. ____ *dated* ____ *the* ____ *19* .

From

The

To

THE TREASURY OFFICER.

____

SIR,

I have the honour to forward / return the Bill noted below and to state the Rs. ____ may be paid at the ____ Treasury / Sub-Treasury. On production of this office letter of authority No. ____, dated ____ by ____ either in person or with a written and duly signed application.

The number and date of this letter should be quoted as the authority for the payment and the amount when paid should be shown as a distinct item in the body of the List of Payments.

I have the honour to be,
SIR,
Your most obedient servant,

(*Signature*)
(*Designation*)

(Reverse.)

The sum of Rs ———— has been disallowed for the Reasons given below :—

No. 330.

Page 320, Form No. S. Y. 295—

(i) *Delete* the reference "[See Art. 93 (7), C. A. C.]" at the top.

(ii) In lines 2-3 of the letter (both foils) *for* " as required by Article 93 (7) of the Civil Account Code, Vol I " *substitute* " as required under Rule/Para. .. . .of . . . ."

[Book of Account Forms, 1st Edn. (Rep), No. 330, dated the 2nd June 1941.]

Sir,

I have the honour to point out that you have not yet sent an acknowledgment of Permanent Advance as required by Article 93 (7) of the Civil Account Code, Vol. I, and to request that you will be so good as to fill in and sign the form given at foot

Amount of permanent advance Rs.

(Signature)

(Designation)

...th acknowledgment duly signed.)

, the ______ 19 .

The

Sir,

I have the honour to point out that you have not yet sent an acknowledgment of Permanent Advance as required by Article 93 (7) of the Civil Account Code, Vol. I, and to request that you will be so good as to fill in and sign the form given at foot.

I have the honour to be,
Sir,
Your most obedient servant,

(Signature)

(Designation)

ACKNOWLEDGMENT.

I hereby acknowledge that the sum of Rs.* (in words) ______ held by me as a permanent Advance on account of this office and the offices subordinate to me on the ______ 19 , is due from and has to be accounted for by me.

Station ______

Date ______ 19 .

(Signature)

(Designation)

*Cash in hand . . . . . Rs.
Unearned voucher . . . . . Rs.
Amounts in the hands of and acknowledged by subordinate officers Rs.

Page 321, Form No. S. Y. 296—

Delete the reference "(Art. 111, C. A. C.)" at the top.

[Book of Account Forms, 1st Edn. (Rep.), No 331, dated the 2nd June 1941.]

(~~Art. 111, C. A. C~~).

(To be printed on foolscap folio.)

To be returned in original with reply noted in the right-hand column.

OFFICE OF THE——	Reply No.
No ——, Dated-——— the ——— 19 .	Dated ——— the ——— 19 .
Inclosures	
To	To The
MEMO.	MEMO.
Please specify [illegible] the sum [illegible] supplies [illegible] due to [illegible] been added to your account of expenditure. If the amount has not yet been accounted for, please add it to the amount of expenditure in your next contingent bill and intimate to this office the fact of your having done so. Please also furnish me at your earliest convenience with the original authority for the purchase of——— supplied to you by——— at a cost of Rs. * Details. (Signature) (Designation)	

Noted in

Auditor

S. Y. 299.

No. 332.

Page 322, Form No. S. Y. 299—

In the heading of the last column *for* " or " *read* " of "

[Book of Account Forms, 1st Edn (Rep), No 332, dated the 2nd June 1941]

Name.	nation	or Department.	Substantive.	Officiating.	Annual.	Biennial.	last increment or of appointment to post.	Date of present increment.		after present increment.	king any efficiency bar or not.	ment or of non-qualifying leave since last increment.	cate mis- ...ority by Establishment Section.	Recommendation of senior accountant.	Recommendation of Branch officer.	Orders ~~or~~ sanctioning authority.

S. Y. 301.

(To be printed on ½ foolscap folio.)

Requisition for Records,

The——————*19* .

Required the following records :—

Particulars of records :—

Purpose for which required :—

(Sign name in full)——————

Section——————

Countersigned.

Senior Accountant.

eceived.

Applicant.

S. Y. 302.

(With fly-leaf for entries under each date from the 10th to the 23rd).

(To be printed on foolscap.)

Attendance Roll of the *Department for the month of* .19 .

[*A. Absent C. Casual leave.*]

Names.	1st.	2nd.	3rd.	4th.	5th.	6th.	7th.	8th.	9th.	24th.	25th.	26th.	27th.	28th.	29th.	30th.	31st.	*Total late.		*Casual leave.	
																		From ...... of previous month to	Up to ...... of previous month.	From ...... of previous month to	Up to ...... of previous month.
Permanent Clerks.																					
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12																					
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14																					
15																					
16																					
17																					
18																					
19																					
20																					
21																					
22																					
23																					
24																					
25																					
Superintendent																					

S. Y. 303.

(Post Card.)

OFFICE OF THE

*Dated*____________________ *193*

Intimation that a bill is to be returned.

Your bill for Rs.__________received on __________________is to be returned. Please send the token.

(*Signature*)________________

(*Designation*)________________

S. Y. 304.

(To be printed on foolscap folio.)

REGISTER OF BILLS RETURNED UNAUDITED.

Serial No.	Token No.	Date of return.	Nature of Bill.	By whom drawn.	Amount.	REMARKS.

No. 333.

Page 327, Form No. S. Y. 305—

In the column " Name of article " *delete* the item ' Slip book ".

[Book of Account Forms, 1st Edn. (Rep.), No 333, dated the 2nd June 1941]

N. B.—Each Assistant is entitled ; (1) monthly to 6 nibs and one sheet of blotting paper ; (2) quarterly to one black pencil.
Coloured pencils are allowed only to Gazetted Officers.
Superintendents are responsible for the correctness of their indents, and for due economy in the use of the stationery supplied on their receipt.

Name of article.	Name of Assistant.	Total.	Remarks.
Paper, Foolscap			
" Brown			
" Typewriting			
" Blotting			
" Carbon			
" Serampore			
" Duplicating			
Ink, blue			
" red			
Envelopes, D. O.			
Eraser, I. and P.			
" Type			
Desk knife			
Nibs			
Pen-holders, ordinary			
Inkpots, ordinary			
Inkstand ordinary			
Pencil, Lead			
" Red and Blue			
" Reporters			
Machine oil			

Name of article.	Name of Assistant.	Total.	Remarks.
Type cleaning brush			
Typewriting brush			
" ribbon			
Wax cloth			
Needles			
Pins			
Sealing wax			
Tags			
Red tape			
Shorthand note book			
~~Slip book~~			
Gloy			
Candle			
Twine			
Matches			
Cardboard			
Note sheets			
Fair letter Form (Thick)			
" " (Thin)			

Checked with sanctioned scale and by reference to requisitions of previous months. Totals correct.

Superintendent, Section.

Stationery-keeper.

Issue.

Received the above articles.

Officer authorising Supply.

Signature of recipient.

S. Y. 306.

(To be printed on *foolscap folio.*)

PAY BILL OF THE————————DEPARTMENT.

For————————*19* .

Serial No.	Names	Net amount due for payment.	Remarks.
1	2	3	4
			CASH REQUIRED FOR DISBURSEMENT AS FOLLOWS :
			100 Rupee Notes. Rs.
			10 " " "
			Whole Rupee "
			$\frac{1}{2}$ " "
			$\frac{1}{4}$ " "
			$\frac{1}{8}$ " "
			$\frac{1}{16}$ " "
			TOTAL Rs.
			Rupees (*in* words)
	TOTAL		

Please pay the amount (mentioned in column 3 above) to—

Dated————*19* . *Superintendent,*————

Received payment.

S. Y. 307.

(To be printed on foolscap folio.)

——————————SECTION.

Transit Book of Records made over to Record-room.

Date.	Description of Records.	Period.	Number of Volumes.	Receipt of Record-keeper.	Remarks.

No. 334.

Page 329, Form No. S. Y. 308—

For the reference "(See Art. 769, Audit Code.)" at the top *substitute* "(See Para 561, Audit Manual.)".

[Book of Account Forms, 1st Edn (Rep), No 334, dated the 2nd June 1911.]

Registers of half margins of——————

Section/District issued in the month of——————19 .

No.	Date.	To whom sent.	Particulars.		No. of enclosures.	Despatcher's initials with date.	Dates of reminders.	Reply.			How disposed of.	Remarks.
								Diary No.	Date of receipt.	Auditor's receipt with date.		

S. Y. 309.

(POST CARD.)

REMINDER.

No ______

Dated the ______________ *19*

FROM

THE ______________________________

____

The returns noted below have not yet been received. They should forwarded with the *least possible delay.*

Specification of papers·

Signature ____________

Designation ____________

S. Y. 310.

(To be printed on fool-cap quarto.)

REMINDER.

No. ________, *dated* ________, *the* __ ______________ 1

FROM

THE ______________________________

____

To

THE ______________________________

____

The $\frac{\text{papers}}{\text{returns}}$ noted below have not yet been received. They shoul forwarded with the *least possible delay*

(Signature) ______________

(Designation) ______________

Specification of $\frac{\textit{papers}}{\textit{returns}}$:—

S. Y. 312.

(To be printed on foolscap folio.)

Return to be rendered monthly (numbered consecutively) to the High Commissioner for India.

Sheet No. Year commencing 1st October . Last return sent to the India Office on

Payments for passengers at Tariff rates made to Peninsular and Oriental / British India Steam Navigation Company (or their Agents) between ________ 19 and ________ 19 .

Name of ship	Ports		Date of embarkation.	Passengers		Amount, Date and Place of Payment.					
	From	To		Name	Rank.	Cost of passage actually engaged.	Amount paid by Govt	Amount on which rebate is admissible.	Date.	Place.	Bill No. (if any).

S. Y. 313.

(To be printed on foolscap)

Requisition Book for obtaining sanction to local Purchases, Repairs. etc.

Name of Article or nature of repairs.	Approximate cost.			Remarks of the Superintendent.	Orders or remarks of the Assistant Accounts Officer.	Orders of the Accountant General.	Amount paid.			Gazetted Officer's Initials and date of payment.
	Rs.	a.	p.				Rs.	a.	p.	

No. 336.

Page 331, Form No. S. Y. 318—

For the heading of column 3 *substitute* the following :—

" Substance of outward issue and General/Sectional Diary No. of inward *issues*, receipt, if any, to which it is a reply ".

[Book of Account Forms, 1st Edn. (Rep), No 336, dated the 2nd June 1941.]

Sectional No.	To whom.	Sectional No. of inward receipt, if any, to which it is a reply.	No. of enclos	Record / Copying / Despatch Section.	Date of despatch.	return to Section.	of Section receiving.	hether a reply is necessary.	No. and Date of		Date of file.	Record reference.	Remarks.
									Reminder.	Reply.			

(To be printed on open foolscap, both sides.)

Diary or Register of official and Unofficial Receipts.

General/Sectional Diary No.	Receipts.		No. of enclosures	From whom.	Brief Subject.	Section to *which* allotted and date or initials of recipient with date.	Action *taken* (Quote No. and date of outward letter, if any).	Back chain *i. e., Diary* No. of the correspondence to which it is a reply.	Record reference.	Dated initials of Diarist/Disposer.	Remarks.
	No.	Date.									
1	2	3	4	5	6	7	8	9	10	11	12

No. 337.

Page 336, Form No. S. Y. 320—

For the line " Name of work or particulars of Head of Service " at the top *substitute* " Name of work or paiculars of Head of Account ".

[Book of Account Forms, 1st Edn (Rep.), No 337, dated the 2nd June 1941.]

Reserves at the disposal of ______

Name of work or particulars of Head of ~~Service~~ Account ______

Budget item No. ______

Diary No.	Authority.	Number and date.	Budget grants additions + reductions—.	APPROPRIATIONS.		Unappropriated balance.	REMARKS.
				Purpose.	Amount.		

The sub-heading ' Budget Item No. ......' and column " appro ria-

No. 338.

Page 336, Form No. S. Y.321—

Delete this form

[Book of Account Forms, 1st Edn. (Rep), No. 338, dated the 2nd June 1941.]

Register for watching the working of efficiency bars on time-scale rates of pay.

Name of Service or Department or Office.

Month.	No. of ...				Officers whose declarations were due but not received in the audit office.		REMARKS.
					No.	Name	

No. 369.

Page 337, Form No. S. Y. 322—

In the endorsement *for* " Advance Recoverable " *read* " Advances Recoverable ".

[Book of Account Forms, 1st Edn (Rep), No 330, dated the 2nd June 1941.]

From

The________________________________

____

To

The________________________________

____

____

Dated , *the*____________________*19* .

Sir,

Enclosures

I have the honour to request that you will be good enough to pay into the ________________treasury, the amount noted on the reverse and intimate the payment to this office. Vouchers are herewith forwarded for reference and record.

I have the honour to be,

Sir,

Your most obedient servant,

*(Signature)*____________________

*(Designation)*____________________

No.

Dated , *the*____________________*19*

Copy forwarded to the____________________ with the request that he will be good enough to credit the amount to " Advances Recoverable," when paid into the Treasury.

*(Signature)*____________________

*(Designation)*____________________

Y.

S. Y. 322A.

(To be printed on foolscap folio.)

TO BE RETURNED WITH REPLY.

	Reply.
No. Office of the *Dated* , *the* 19 . FROM To SIR, I have the honour to request that you will be so good as to furnish the information, etc., required below. I have the honour to be, SIR, Your most obedient servant.	

S. Y. 322C.

INDEX SLIP OF RECORDS MADE OVER

TO THE

OLD RECORD BRANCH.

Name of $\frac{\text{record}}{\text{register}}$

Period

Year due for destruction

Dated Signature of

Page 339, Form No. S. Y. 323.—

For "Office of the Examiner of Local Accounts" at the top, a "Examiner of Local Accounts" at the bottom, *substitute* "Office of t Examiner................" and "Examiner........ ......" respective

[Book of Account Forms, 1st Edn (Rep.), No. 340, dated the 1st August 1941.

S. Y. 323.

(Post Card.)

Office of the Examiner of Local Accounts,

Dated , *the*________________*19*

Please expedite transmission of the report on the audit of __________________________which was stated to have been

pleted by you on________________________and explain delay.

Office of the Exa

No. 341.

Page 340, Form No. S. Y. 324.—

At the foot of the " (REVERSE) " portion of the form *insert* the followin above the line " Local Auditor "—

" Stamp account—

Number of objection statements issued—

Number of objection statements received back— "

[Book of Account Forms, 1st Edn. (Rep.), No. 341, dated the 1st August 1941.]

(OBVERSE.)

Diary of ______________________ Local Auditor

for the week ending Saturday, the ______________ 19 .

Date.	Day of week and hour of attendance.	Locality and name of account.	Details of work done.

The ______________ 19 . *Local Auditor*

(REVERSE.)

Statement showing time taken in the audits.

Name of audit and length of period for which accounts were audited.	When taken up.	When expected to be completed or when completed.	Number of working days taken up-to date or to end of audit	Number of working days allowed for the period of audit.	Remarks
Accounts under audit					
Audit closed during the week.					
Next Audit to be taken up.					

S. Y. 325.

(To be printed on foolscap folio.)

Check Register of Weekly Diaries of Local Auditor,.........................

Month and year.	Week ending.	Holidays, if any during the week.	Date on which diary is received.	Station.	Name of Account.	Period of audit.	Number of working days taken up to the end of the week.	Time allowed for the audit.	Remarks.

No. 342.

Page 342, Form No. S. Y. 326.—

(*i*) *Substitute* the following *for* the heading of the form :—

" Extract from Establishment Pay Bill of the Local Audit Departmen for the month of..............19 ."

(*ii*) *Insert* the following below the second heading " Payable to.........Local Auditor, at the...........treasury."

"——————————————————

Head of Account *

——————————————————"

(*iii*) *For* the item " Pay of the chaprasi " *substitute* " Pay of the peon. "

(*iv*) *For* the item " Postal Insurance Fund " under " Less fund deductions...............etc." *substitute* " Post Office Insurance Fund."

(*v*) *Insert* the following note at the foot :—

" *To be entered by drawing officer and checked in Audit Office."

[*Book of Account Forms, 1st Edn. (Rep.), No. 342, dated the 1st August 1941.*]

		Rs	a.	p.			
	Total claim						
Less fund deductions as follows :—							
Hindu F. A. Fund	of the Auditor						
	of the Assistant						
Postal Insurance Fund	of the Auditor						
	of the Assistant						
General Provident Fund	of the Auditor						
	of the Assistant						
	Total deductions						
	Net claim						
Income Tax							
Other recoveries :—							
	Net amount payable						

Rupees

Received contents

(Signature)

The——————— *19* .

(Designation)

Passed for payment of Rupees————————————

—————— at the——————————Treasury

(Signature)

Dated——————— *19* .

(Designation)

Pay Rupees (——————————)——————

Treasury Officer.

S. Y. 327.

(To be printed on open foolscap.)

...t Objection Statement on the Accounts of *for* *Page*

...of ...tion ...mber ...cher	Particulars of transaction.	Objection or suggestions.	Reply of Local Authorities	Notes of admission or further remarks by Auditor	Further explanation by Local Authorities	Final remarks of Auditor

...ecn. ...dedno- ...H1]

No. 343.

Page 344, Form No. S. Y. 328.—

For the headings of columns 12 and 13 *substitute* " Sending proof to Auditor" and " Receipt of proof from Auditor " respectively.

[Book of Account Forms, 1st Edn. (Rep.), No. 343, dated the 1st August 1941.]

PROGRESS REGISTER OF LOCAL AUDIT REPORTS.

Serial No. of Audit Report.	Description and period of Account audited and Name of Auditor.	Due date of commencement of audit.	Date of completion of audit.	Date of submission of audit report.	Date of												Due date for receipt of local bodies explanation.		Dates of issue of reminders.		Date of receipt of replies.	
					Receipt of audit report.	Receipt of objection statements from local bodies.	Submission of report to Examiner.	Return of report after approval by Examiner and A.G.	Sending report to Press.	Receipt of proof from Press.	Date of sending proof to Auditor.	Date of receipt of proof from Auditor.	Return of proof to Press.	Receipt of final copy.	Issue to officers concerned.							
															Audit report.	Objection statement.	Audit report	Objection statement.	Audit report.	Objection statement.	Audit report.	Objection statement.
1	2	3	4	5	6	7	8	9	10	11	12	13	1	15	16		17		18		19	

S. Y. 329.

(To be printed on foolscap.)

Appropriation ____________

Register of Travelling Allowance Bills of Local Auditors for the year 19 -19 .

Date of receipt of bill.	Name of Officer	Period of claim	Gross amount.	Deduct Advances if any.	Net amount passed.	Progressive total.	Date of passing.	Initials of Superintendent	Where payable.	Date of return of bill to officer.	Date of receipt of acquittance	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13

S. Y. 330.

(To be printed on foolscap quarto)

Office ot the____________________

*No.*________

*Station*__________

*Date*__________

,Memo.

________________________will take up the audit of the accounts ot the____________________ __________on or about the__________. It is requested that he may be afforded the usual facilities in carrying out his work.

2. It will greatly facilitate work and reduce subsequent correspondence if you will kindly arrange that the objections noted by the auditor are taken up promptly for settlement.

(*Signature.*)
(*Designation.*)

S. Y. 331.

(To be printed on foolscap breadthwise.)

CHECK REGISTER OF DISPOSAL OF REPLIES BY LOCAL BODIES TO AUDIT REPORTS, YEAR 19 19 .

Date of receipt.	Number with which received.	Description of account.	To whom made over for disposal.	When made over for disposal.	When received back	When passed by the Examiner.	References to further correspondence with local bodies, if any.	Date of disposal.	Remarks.

S. I. 352.

(To be printed on foolscap breadthwise.)

CIRCLE.

Programme of Tour for the year 19 -19 .

Name of Place.	Nearest Railway Station.	Distance from Station.	Name of Audit.	Period of Audit		Proposed Dates.		No. of holidays and transit days.	Actual No. of working days.	Whether the Audit is in arrears or not.	Remarks.
				From	To	From	To				

NOTE.—Audits of the Circle that cannot be taken up during the financial year should also be shown here stating why they cannot be taken up.
The places should be proposed to be visited in the order of proximity.
Where this is not done the reasons should be briefly stated for the information of the Examiner, Local Fund Accounts.

S. Y. 334.

(To be printed on foolscap folio—both sides)

Statement showing irregularities in payment and adjustment vouchers to disposed of finally before the next audit.

Serial No.	Voucher.					Particulars of charge.	Nature of objection and instruction.
	No.	Date.	Amount.				
			Rs.	*a.*	*p.*		

S. Y. 335.

(To be printed on foolscap folio—both sides)

Statement showing irregularities and omissions in accounts and registe (other than those in payment and adjustment vouchers) with instruction and suggestions for future guidance.

Serial No.	Particulars.	Instruction or Suggestion.

S. Y. 336.

(To be printed on foolscap folio.)

Progress Register of Audit of Local Accounts.

District and accounts.	The year in which audited.	Date up to which the account is now audited.	Number of month's accounts audited.	Date when the Audit was begun.	Date when the audit was completed.	Number of working days occupied in the audit.	By whom audited.	REMARKS.

No. 344.

Page 350, Form No. S. Y. 337.—

For the line "The Examiner, Local Accounts" at the top *substitute* "The Examiner,.............."

(Book of Account Forms, 1st Edn. (Rep.), No. 344, dated the 1st August 1941.]

(To be printed on foolscap quarto.)

No. , *dated the* *19* .

FROM

THE EXAMINER, ~~LOCAL ACCOUNTS~~,

To

THE ——————————

SIR,

WITH reference to the rule noted in the margin, I have the honour to observe that a report showing the action taken and furnishing explanations upon the note on the audit of the accounts of the for the period ending , which was forwarded with my office No. , dated the , has not yet been received.

2. I would, therefore, request that you will be so good as to forward your remarks to this office at an early date.

I have the honour to be,

SIR,

Your most obedient Servant,

(Signature.)

(Designation.)

S. X. 338.

(To be printed on open foolscap.)

Demand Note Register of Audit Fees recoverable from Wards Estates during 19 -19 .

Name of Estate and District.	Year of account	Gross income for the year.	Authority for demand.	Amount of Audit fee due.		Arrear for previous year.	Excess payment up to previous year.	Net amount to be recovered.	Demand Note.		Superintendent's initials.	Amount credited.	Date of credit.	Remarks.
									Number.	Date.				

S. Y. 339.
(To be printed on foolscap folio.)
(Obverse.)

Demand Note for fees recoverable from the Wards Estate to meet the cost of audit.

No.

Dated , *the* *of* *19* .

From

The———————————

———————————

To

The———————————

———————————

Sir,

With reference to the orders quoted in the margin, I have the honour to request that you will recover from the Wards Estate named in the memorandum overleaf the sum entered in column 4, being the amount of the fees due for the year on account of the cost of audit. In paying the money into the Treasury, please quote the No. and date of this Demand Note.

2. The amount claimed is for a debt due of Government by the Estate and you should recover in full on behalf of Government. If the Manager of the Estate has any objection to pay the amount claimed, he may represent the grounds of his objection after depositing the amount; and if on enquiry any portion of the amount recovered appears not to be due it will be refunded.

I have the honour to be,

Sir,

Your most obedient servant,

(*Signature*)
(*Designation*)

(Reverse.)

District.	Estate.	Gross Income.	Amount recoverable on account of the cost of audit at anna per cent.
1	2	3	4
		Net amount	due——

S. Y. 340.
(To be printed on fool-cap quarto.)

FROM

THE

TO

THE

Dated , the 19 .

SIR,

With reference to ——————————————————————

—————————— I have the honour to inform you that I propose visiting your district on the——————of——————19 , and to request that the necessary accommodation in the Circuit House may be placed at my disposal from the above date till the——————————.

I have the honour to be,
SIR
Your most obedient servant,

(*Signature*)
(*Designation*

S. Y. 341.
(To be printed on fool-cap quarto)

FROM

THE

THE

Dated , the 19 .

SIR,

THE Local Auditor Mr.— intends to take up the audit of on

. If you desire to bring to his notice any matters which seem to require attention in connection with those accounts

—— ———— – (either before or after the audit , I shall be glad if you will give him an appointment at head-quarters or the place of audit ; his address will be

I have the honour to be,
SIR
Your most obedient servant,

(*Signature*
(*Designation*

S. Y. 342.

(To be printed on foolscap quarto.)

To

THE—————————————

—————————————

SIR,

I HAVE the honour to report that I $\frac{\text{arrived at}}{\text{left}}$ ————————————on the————————— $\frac{\text{to take up the audit}}{\text{after completing the audit}}$ of the accounts specified below :—

——————————————————

——————————————————

——————————————————

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

————————————

The 19 .

S. Y. 343.

(To be printed on foolscap quarto.)

FROM

THE—————————————

—————————————

To

THE—————————————

—————————————

SIR,

I HAVE the honour to request that you will be so good as to furnish the Local Auditor (Mr.——————————), who is now auditing the accounts of the Municipality of——————————— with a statement showing the amount of the municipal fines realized by you on account of that Municipality from——————————19 , to ——————19 .

The amount of the fines realized should be written in words, as the statement is required to enable the Auditor to verify the cash book of the Municipality.

I shall be obliged if you will comply with my request as early as possible.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

Dated ——————*the* ——————*19* .

S. Y. 344.

(To be printed on foolscap folio.)

ninrested Credit Balances of general accounts of Estates or Trusts (after providing for ascertained current demand, etc.) over Rs. 500 on the 19 .

Name of Estate or Trust.	Amount.	Explanation for the non-investment of these balances.

The 19 . (*Signature*)

(*Designation*)

S. Y 345.

(To be printed on foolscap folio)

Statement of Government Securities and Joint Stock Company's Shares belonging to various Estates or Trusts retained in the office at the close of the half year ending 19 .

Name of Estate or Trust.	No. of Shares.	Face value of Government Promissory Notes, etc	Date on which with drawn from the Bank or received	Explanation why these Securities, etc , were not deposited in the Bank.

(*Signature*)

(*Designation*)

S. Y. 346.

(To be printed on open foolscap.)

List of Advances made to Lawyers, etc., up to 19 and remaining unadjusted in the books of the Administrator General / the Official Trustee / the Official Assignee on t 19 .

Advance Register Folio.	Date.	Estate or Trust.	Party to whom advance made.	For what purpose.	Amount.	Remarks.

(Signature)

S. Y. 347.

(To be printed on foolscap.)

Statement of Rent Bills outstanding in the Rent Register of the Administrator General / Official Trustee / Official Assignee, on the ———————— 19 , except those transferred to the Suit Register.

Number of Bill.	For the month of	Name of Estate or Trust.	Amount.			Remarks.

S. Y. 348.

(To be printed on foolscap folio.)

List of Unsettled Objections.

Name of Estates or Trust.	Nature of Objection.	Remarks.

S. Y. 350.

(To be printed on foolscap folio.)

To be returned in original with reply noted in right-hand column.

Office of the

No. , dated the 19 .

Enclosures.

To

Sir,

I have the honour to report that the irregularity mentioned in item —— below has been noticed in a packet of Rs —— notes verified on . The packet was cancelled on and was examined by ——.

It is requested that steps may kindly be taken to remedy the defect and to avoid such irregularities in future.

I have the honour to be,
Sir,
Your most obedient servant,

(Signature)

(Designation)

1 The packet contains a forged note bearing the No. ——

2 The packet contains a mismatched note bearing the No. —— on one half and the No. —— on the other half

3 The packet contains a defective note bearing the No ——, but the pay order of the Currency Officer or the Treasurer is wanting.

4. The packet is short of —— pieces of notes.

5. The packet contains —— pieces of notes in excess. Please report if the excess has been credited to Government.

6. The packet has not been properly defaced, *e g* —
- (i) the signatures have not been cut off from a large number of notes
- (ii) Two holes have not been cut through the notes
- (iii) The holes have been punched over the number of the notes.

7 The packet does not contain notes of the alleged value, *e g*, it contains —— pieces of Rs —— each.

8. The packet has not been checked by any one.

9. The packet has been verified already, *viz.*, on ——

10. The packet contains a note bearing the No — which has been verified already.

Reply No.

Dated , the 19

To

The

Memo

Noted by —— Treasurer's Assistant.

Noted in the Objection Book*

Noted in the Forgery Register Item No. ——

*This will be omitted if the defect is remedied on the date of verification. All excess should, however, be entered in the Objection Book.

Superintendent, Verification Department.

S. Y. 351.

(To be printed on foolscap breadthwise.)

Register of forgeries and other defects noticed in the verification of Cancelled Currency notes.

Serial No.	Date of verification.	No. of note or particulars of packet.	Amount involved.	Date of Debit to Cancelled Note Account.	Defects noticed	By whom detected.	No. and date of Audit memo. in which noticed.	How disposed of.	Initials of A. A. O.	Initials of I. O.	No. and date of warrant in which included.	REMARKS.

S. Y. 352.

(To be printed on foolscap.)

(Form 1 – First half.)

Packets of Cancelled notes received on —— for verification.

Date of Debit to Cancelled Note Accounts.	Number of Packets.																				Total No. of Packets		Alleged contents of cheet packets	Initials of the Counting Clerks with date.	Remarks.
	R1		R2-8		R5		R10		R20		R50		R100		R500		R1,000		R10,000						
	Entire	Cheet.	Entire.	Cheet.	Entire	Cheet	Entire	Cheet	Entire	Cheet	Entire	Cheet	Entire	Cheet	Entire	Cheet	Entire	Cheet	Entire	Cheet.	Entire	Cheet			
Total																					Add on a/c entire packets 100 Total—				

Distribution of the above Notes among the groups.

Date of Verification.	Name of the Group.	Number of Pieces.										Total No of Pieces	Initials of the Verifiers with date	Remarks
		R1	R2-8	R5	R10	R20	R50	R100	R500	R1,000	R10,000			
Total														

A.A.O.

(Form I—Second half.)

*Pieces of Cancelled notes verified on*____________

Date of Debit to Cancelled Note Account.	Name of the Group.	Number of pieces.										Total No. of Pieces.	Initials of the Verifiers with date.	Remarks.
		R1	R2-8	R5	R10	R20	R50	R100	R500	R1,000	R10,000			
Total														

[The following receipts are to be given by the Currency Office.]

Received sealed bags containing portions cut out of the Re. 1 and Rs. 2-8, 5 and 10 notes.

Also received portions cut out of higher value notes.

A.A.O.

*Signature*____________

*Designation*____________

*Date*____________

Received back after verification entire and .. ... cheet packets of cancelled notes said to contain the above pieces.

*Signature*____________

*Designation*____________

*Date*____________

S. Y. 353.

(To be printed on foolscap folio.)

Verification Register of cancelled Currency Notes.

Date of cancellation.	Number of Cancelled Currency Notes of the denomination of Rs.											Value.		Initials of currency officer.	Initials of verifying officer.
	1	2-8	5	10	20	50	100	500	1,000	10,000	Total.	Rs	a		

S. Y. 354 (outer).

S. Y. 354.

ESTABLISHMENT AUDIT REGISTER—TIME-SCALE.

DISTRICT CADRE.

(For establishments for which annual establishment returns are received.)

Fixed Establishment of the District *for the year 19 -19* .

Major Head
Minor Head
Sub-Head

Reserved/Transferred.

Voted/Non-voted.

Number of Posts

Scale of Pay and Allowances.

(B) Means entries to be made in black ink.
(R) Means entries to be made in red ink.

Orders of sanctioning authority.	No and month of voucher	No. of men drawn.	(B) Gross total of voucher (excluding allowances)	(B) Savings	(R) Extra cost.	(R) Held over pay. No	(R) Held over pay. Amount.	Total of Cols. 4+5 −6 (for comparison with permissible expenditure)	(R) Undisbursed pay refunded	(B) Special pay and allowances.	(R) Held over special pay and allowances	REMARKS.
1	2	3	4	5	6	7	8	9	10	11	13	13
	April 19 .											
	Permissible expenditure for the month.											
		S. L. O.										
	May 19 , and so on for other months.											
	Permissible expenditure for the month.											
		S. L. O.										

S. Y. 355 (outer).

Major Head

Minor Head

Sub-Head

Name of Section

ESTABLISHMENT AUDIT REGISTER—TIME SCALE

PROVINCIAL OR AMALGAMATED CADRE.

Reserved/Transferred.

Voted/Non-voted.

(For establishments for which annual establishment returns are received).

Fixed Establishment of the *for the year* 19 -19 .

Number of Posts

Scale of Pay and Allowances.

(B) Means entries to be made in black ink.
(R) Means entries to be made in red ink.

Orders of sanctioning authority.	(B) Savings for the month		Month of 19 .		(R) Extra cost for the month						
	Permissible Expenditure										
	District	No. of month and voucher.	No. of men drawn	(B) Gross Total of voucher (excluding special pay and allowances)	(R) Held over pay		Total of Cols. 5 and 7 *plus* savings *less* extra cost (for comparison with permissible expenditure.)	(R) Undisbursed pay refunded	(B) Special pay and allowances.	(R) Held over special pay and allowances	Remarks.
					No	Amount.					
1	2	3	4	5	6	7	8	9	10	11	12
			S. L. O.								

No. 345.

Page 336, Form No. S. Y. 358.—

(i) *Delete* " Reserved/Transferred " at the top right hand corner.

(ii) *For* " Voted/Non-voted " at the top right hand corner *substitute* " Voted / Charged/Non-voted ".

(iii) *For* the heading " Fixed Establishment of the ....for the month of............19 " at the top *substitute* " Fixed Establishment of the....... ....for the year 19 -19 ."

[Book of Account Forms, 1st Edn. (Rep), No. 345, dated the 1st August 1941.]

ALE

19

Reserved/Transferred

Charged
Voted/Non-voted.

Orders of sanctioning authority.	Name of Section and grade.	[illegible] of posts and Scale of pay of Section			District.	Amount paid for each month with quotation of No. and month of voucher.													Remarks.
						Month of													
							Pay.		Pay of officiating men		Leave salary.		Total No. of			Special pay and allowances.			
		No. of posts	Scale of pay	Actual on 1st April.		No. & month of voucher	No. of incumbents	Amount	No. of incumbents	Amount	No. of incumbents	Amount.	Incumbents	Excess.	Savings	No. of incumbents	Amount.		

ESTABLISHMENT AUDIT REGISTER—NON-TIME-SCALE.

Major Head

Charged/Voted/Non-voted.

No. 346.

Page 367, Form No. S. Y. 359.—

(i) *Delete* " Reserved/Transferred " at the top right hand corner.

(ii) *For* " Voted/Non-voted " at the top right hand corner *substitute* " Voted / Charged/Non-voted "

(iii) *For* " Classes of officer " in the heading of column 2 *substitute* " Classes of Government servants ".

[Book of Account Forms, 1st Edn. (Rep.), No. 346, dated the 1st August 1941.]

Districts of payment.

drawn

Undisbursed pay (U) and withheld pay (W).

Special pay and allowances

Remarks

No. 347.

Page 368, Form No. G. P. F. 1.—

Delete this form.

[Book of Account Forms, 1st Edn. (Rep.), No. 347, dated the 1st August 1941.]

General Provident Fund Form 1.

(To be printed on foolscap folio)

GENERAL INDEX REGISTER.

Account No.	Ledger folio.	Name and designation of Subscriber.	Nomination when received.	Date of and reason for closure of account.	REMARKS

G. P. F. 2.

General Provident Fund Form 2.

(To be printed on card)

NAME____________________

ACCOUNT NUMBER ____________________

LEDGER FOLIO____________________

POST____________________

G.P.F. 3.

General Provident Fund Form 3.

(To be printed on foolscap folio)

No. 348.

Page 370, Form No. G. P. F. 4.—

Delete this form.

[Book of Account Forms, 1st Edn. (Rep.), No. 348, dated the 1st August 1941.]

...number to be allotted by the Account officer	Name of applicant.	Whether European, Anglo-Indian or Indian.	Official designation.	Office to which attached.	...permanent or temporary or whether applicant is on probation to a permanent post.	...whether it will last at least for 3 years.	...emoluments per mensem.	...per mensem (Rule 11, G. P. F. Rules.)	...compulsory or optional subscriber.	...other Fu... the name of such Fund.	Whether the applicant has a family or not.	Whether joining the sterling or the Rupee branch of the Fund.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Station——

Date —— 19 .

Signature of Applicant.

Signature of the Head of the Office.

Designation.

Office of the

No.—— *dated* —— *the* —— 19 .

Returned with account number allotted. This number should be quoted in all correspondence connected therewith. A form of Nomination is sent herewith which should be returned, duly filled in, as soon as possible.

(Signature)
(Designation)

G. P. F. 4.

General Provident Fund Form 4.

(To be printed on Super Royal with eight sets of columns as below in one open full sheet)

Name Number Official designation District.

Pay on 31st March of preceding year, 19 , 19 .	Subscription in whole rupees.	Refunds of withdrawals.	Total.	Withdrawals.	Monthly balance on which interest is calculated.	Remarks.
April . . .						
May . . .						
June . . .						
July . . .						
August . .						
September . .						
October . .						
November . .						
December . .						
January . .						
February . .						
March .						
Mar. (Final) .						
Mar (Supplementary.)						
Total R .						

	Balance from 19 . 19	
	Deposits and refunds as above . . .	
Posted by . .	Interest for 19 . 19	
	Total R .	
Checked by . .	*Deduct*—Withdrawals as above . . .	
Examined by .	Balance on 31st March	

G.P.F. 6.

...Provident Fund Form 6.

[Book of Account Forms, 1st Edn. (Rep.), No. 349, dated the 1st August 1941.]

Page 371, Form No. G. P. F. 6.—

Delete this form.

No. 349.

...ECRETARY OF STATE.

Serial No.	Date of Receipt.	Policy No.	Name and Designation of Policy Holder and Ledger Folio Number.	Amount.	Name of Insurance Company.	Amount of premium.	How payable (Quarterly, Half-yearly or yearly) and from what date.	Date of maturity of the policy.	Initials of G.	...ment, transfer, etc.	No. and date of forwarding letter.	No. and date of acknowledgment.	Initials of Gazetted Officer.	REMARKS.

FOOTNOTE.—When a change in the gazetted officer in charge of the General Provident Fund Section occurs, a certificate that the policies have been handed and taken over should be recorded over the signatures of both the relieved and relieving officers.

Pages 372—373, Form No. G. P. F.
Delete this form.
[Book of Account Forms, 1st Edn. (Rep.),

General Provident

(To be printed on

(Register of temporary with

Withdrawals.							Reco		
Name and Designation.	Account No.	Authority.	Amount sanctioned	Amount withdrawn.	No. of instalments for recovery.	Year.	April.	May.	June.
						19 -19			
						19 -19			
						19 -19			
						19 -19			
						19 -19			
						19 -19			
						19 -19			
						19 -19			
						19 -19			
						19 -19			
						19 -19			
						19 -19			
						19 -19			
						19 -19			
						19 -19			

Fund Form 7.

open foolscap.)

drawals and their recoveries.

[illegible]									
July.	August.	September.	October	November.	December.	January.	February.	March.	REMARKS.

G. P. F. 8.

General Provident Fund Form 8.

(To be printed on foolscap folio.)

OFFICE OF THE______________

Schedule of General Provident Fund deductions for____________19 .

Account No.	Ledger and Folio.*	Name.	Pay.	Rates of subscription.	Amount realised.	Refund of withdrawal.	Amount withdrawn.*	REMAR

* To be filled in the Account Office, if necessary.

(Signature)

(Designation)

NOTE.—This form should also be used for the record of transactions for the Indian Ci Service Provident Fund and other similar Funds, the heading being suitably revised.

G. P. F. 9.

General Provident Fund Form 9.

(To be printed on foolscap folio.) Depositor No ______

....* ......Provident Fund.

Form of Nomination when subscriber has a family.

I hereby direct that the amount at my credit in the .... * .... Provident Fund at the time of my death shall be distributed among the members of my family mentioned below in the manner shown against their names.

Name and address of nominee or nominees.	Relationship with the subscriber.	Age of the nominee.	Amount or share of accumulations. *(This column should be filled in so as to cover the whole amount at credit.)*
1	2	3	4

Two witnesses to signature of subscriber.

Witness No. 1 Witness No. 2.

Signature — Signature of subscriber

Occupation — Occupation of subscriber

Address — Address of subscriber

* Here insert the words I. C. S. (Non-European Members) Contributory, India, General..... ntral Services, etc., as the case may be, to complete the name of the fund concerned.

G. P. F. 9-A.

General Provident Fund Form 9-A.

(To be printed on foolscap folio.)

....*Provident Fund..........

Form of nomination when subscriber has no family.

I hereby declare that I have no family † and direct that the amount at my credit in the .... * Provident Fund .... at the time of my death shall in the event of my having no family be distributed among the persons mentioned below in the manner shown against their names.

Name and address of the nominee and nominees.	Relationship, if any, with the subscriber.	Age of the nominee.	Amount or share of accumulations. (This column should be filled in so as to cover the whole amount at credit.)
1	2	3	4

Two witnesses to signature of subscriber.

Witness No. 1 Witness No. 2

Signature | Signature of subscriber

Occupation | Occupation of subscriber

Address | Address of subscriber

† As defined in Rule 2 (1) (c) / 2 (1) (iii) / 2 (1) (c) of the General Provident Fund (Central Services) / Contributory Provident Fund (India) / I. C. S. (Non European Members) Provident Fund Rules.

* Here insert the words I. C. S. (Non-European Members) Contributory......India General .....Central Services, etc., as the case may be to complete the name of the fund concerned.

F. 10.

General Provident Fund Form 10.

(To be printed on foolscap folio.)

To be returned in original with reply noted in right-hand column.

of the
, *dated* *the* *19* .
ures

Memo.

REFERENCE :—His letter No. dated 19 , regarding the final withdrawal of the General Provident Fund deposit of Account No.

The undersigned has the honour to invite a reference to this office Circular No. and to request that this memorandum may be returned to this office at an early date with the following information noted in the right-hand column. It should also be noted that no deduction on account of the Fund is to be made from the officer's last pay bill if not already done :—

1. The actual date, forenoon or afternoon of retirement, death, resignation, discharge, etc.
   (a) In case of resignation, it should be stated if the resignation has been accepted.
   (b) In case of discharge, the reason for the same

[illegible] 'erred [illegible] Rules [illegible] was [illegible] s 12 [illegible] the [illegible] the [illegible] which it was deducted.

4. Name and Treasury at which payment of the Provident Fund money is desired.

5. (a) In case of dismissal, whether the officer *has* filed or intends to file an appeal. If the appeal has been rejected the date of its rejection.
   (b) If no appeal has been filed yet, the date *on* which the period of his appeal will expire.

6. The correct General Provident Fund account number verified from the statements furnished to the depositor [illegible]

[illegible] bmis- [illegible] Will [illegible] part [illegible] nglish [illegible] should

8. (a) As no nomination was furnished by the subscriber, a list of his family members (as defined in Rule 12) who are entitled to participate in the Fund money under Rule 15(b) of the G. P. Fund Rules together with their application in original for the refund, should be forwarded to this office. In the case of minors, the applications should be from their legal guardians.

(Signature)
(Designation)

Reply No.
Dated *, the* *19* .

To
The

Memo.

(Signature)
(Designation)

G. P. F. 11.

General Provident Fund Form 11.

(To be printed on foolscap folio.)

OFFICE OF THE

_______________ dated _______________ 193 .

No.

FROM

THE

To

SIR,

With reference to your letter No. dated intimating that _______________ quitted the service / died _______________ on _______ and asking for payment of the amount at _______ credit (Account No.) in the General Provident Fund on that date, I have the honour to authorize you to draw a sum of Rs. ( ) _______________ representing the amount of _______ deposits with interest calculated up to _______________, by presenting a bill at the Treasury. / Cash counter of this office.

2. The disbursement should be made in terms of Rules _______ of the G. P. Fund Rules and a certificate of disbursement of the amount furnished in your next establishment bill.

3. The deceased by a declaration dated _______________ desired that the whole / portion of his accumulations in the Fund should be paid to the persons named overleaf in the proportions mentioned against each.

4. The payee should be informed that he/she shall have to accept the amount when tendered; and that no interest will be allowed thereafter.

5. The has been advised accordingly.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)
(Designation)

Copy to the for information and favour of necessary action.

(Signature)
(Designation)

NOTE.—Paras. 2 and 3 may be cut out when not required.

P.F. 11-A

General Provident Fund Form 11-A.

(To be printed on foolscap folio.)

Special Seal.

Office of the

No

From

To

The Accountant General
The Treasury Officer.

Sir,

I have the honour to request you to arrange for the payment of Rs. (Rupees annas) only to .... from the ....Treasury on or after.......................................

The amount represents the available balance / residual balance of the deposit in the General Provident Fund (Account No. ....) with interest calculated thereon to the..................................

The following document(s) required in connection with the identification of the payee is / are enclosed herewith.

The payee should be informed that he/she shall have to accept the amount when tendered, and that no interest will be allowed thereafter.

The amount, when paid, may be debited to this office / shown in your treasury accounts as debitable to.............. quoting the number and date of this letter as authority and forwarding the actual payee's receipt in support of the charge.

The payee is being informed accordingly.

I have the honour to be,
Sir,
Your most obedient servant,

Assistant Accounts Officer.
Assistant Accountant General.

No. , dated

Copy forwarded for information to the .. .. with the request that the payee may be directed to .... Treasury. ... that he/she shall have to accept the amount ... further interest will be allowed thereafter. Authority for payment of the residual balance will issue as soon as the credits for.............................are booked to his ledger account.

Assistant Accounts Officer.
Assistant Accountant General.

G. P. F. 12.

General Provident Fund Form 12.

(To be printed on Super Royal)

EXPLANATION SHEET OF DIFFERENCES IN THE GENERAL PROVIDENT FUND BROADSHEET FOR THE MONTH

of———————19 .

No. of Item.	District.	Particulars of items.	Receipts. / Payments.						How adjusted.
			Wrong Classification.	Amount not posted in the Broadsheet for want of details.	Difference arising out of wrong adjustment of differences of previous months.	Total original difference.	Adjustment of differences of previous months.	Net Differences.	

Detail Book figure ....

Broadsheet figure..

Difference..

G. P. F. 13.

General Provident Fund Form 13.

(*To be printed on open fool-cap.*)

Abstract of difference in the General Provident Fund Broadsheet for the year 19 -19 .

Receipt / *Payment*

Month of difference.	Amount of original difference.	Adjusted in April.	Adjusted in May.	Adjusted in June	Adjusted in July.	Adjusted in August.	Adjusted in September	Adjusted in October	Adjusted in November.	Adjusted in December.	Adjusted in January	Adjusted in February.	Adjusted in March	Adjusted in March (Final).
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
April . . .														
Balance .														
May . . .														
Balance .														
June. . .														
Balance .														
July . . .														
Balance .														
August. . .														
Balance .														
September . .														
Balance .														
October . .														
Balance .														
November . .														
Balance .														
December . .														
Balance .														
January . .														
Balance .														
February . .														
Balance .														
March . .														
Balance .														
March Final .														
Balance .														
Total adjustment														
Balance .														

General Provident Fund Form 16.

(To be printed on foolscap quarto.)

G. P. F. 16.

OFFICE OF THE

No. *dated*________, *the*________*19* .

To

THE

SIR,

With reference to your letter No.______, dated the________19 , I have the honour to request you to return to this office the enclosed forms of application for admission to the General Provident Fund duly filled in at an early date. On their receipt, account numbers will be assigned and intimated to you.

No subscriber should be allowed to contribute to the Fund unless an account number is intimated by this office (*vide* rule 24 of the General Provident Fund rules).

I have, etc.,

Enclosures :—

G. O.

OFFICE OF THE

*No.*______*dated*________, *the*________*19* .

To

THE

SIR,

With reference to your letter No.______, dated the ________19 , I have the honour to request you to return to this office the enclosed forms of application for admission to the General Provident Fund duly filled in at an early date. On their receipt, account numbers will be assigned and intimated to you.

No subscriber should be allowed to contribute to the Fund unless an account number is intimated by this office (*vide* rule 24 of the General Provident Fund rules).

I have the honour to be,

SIR,

Your most obedient Servant,

Enclosures :—

(Signature)

(Designation)

G. P. F. 17.

General Provident Fund Form 17.

(To be printed on foolscap folio lengthwise).

(Left hand column)

OFFICE OF THE

No. ________ *dated* ________, *the* ________ 19 .

To

The

Memo.

With reference to rule 26 of the rules of the General Provident Fund, annual accounts of the depositors of your establishment noted on the reverse for the year are forwarded herewith with the request that they may be distributed to the depositors concerned.

2. If a subscriber has since been transferred from your office, his account may be sent to the officer under whom he is now working.

3. Please acknowledge receipt and also furnish to this office within a month of receipt of this memorandum a certificate to the effect that all the annual accounts received have been handed over to the respective subscribers. In case any accounts are forwarded to some other office (see instructions in paragraph 2 above), or cannot be delivered owing to ignorance of the whereabouts of the subscribers or some other reason and are therefore returned to this office, a detailed list of all such accounts stating clearly the names of the offices to which they were sent or the reasons why they could not be delivered should be furnished along with the certificate.

(*Signature*)

(*Designation*)

(Right hand column)

To

The

(Reverse of left hand column)

Account No.	Account No.	Account No.

G. P. F. 18. **General Provident Fund Form 18.**

(To be printed on foolscap quarto.)

Enclosure No.—— No.——

OFFICE OF THE

Dated ______ the ______ 19

To

The

SIR,

I have the honour to advise transfer through my exchange account for ______ 19 , of a sum of rupees ______ (______) as detailed below, from the General Provident Fund Ledgers of this office.

2. A copy of the Ledger Account together with the nomination form (in original) and the policies detailed on the reverse are attached and an acknowledgment of their receipt is requested.

Account No.	Name and designation of depositor.	Date of closing the account.	Account.	Cause of transfer of Account.

3. He is a $\frac{\text{Compulsory}}{\text{Optional}}$ subscriber. He discontinued subscription ______ times otherwise than on leave.

I have the honour to be,

SIR,

Your most obedient Servant,

(*Signature*)

(*Designation*)

G.P.F. F. 21.

General Provident Fund Form 21.

(To be printed on foolscap folio both sides.)

To be returned within a week of its receipt with reply in the right hand column

Enclosure.

[Half-margin objection memo. on General Provident Fund Nominations]

OFFICE OF THE

No , *dated* , *the* 19

To

With reference to , your attention is invited to the items of objection noted below. Please return this memorandum at an early date with your reply in the right hand column and also the enclosure after removal of the defects pointed out. (A fresh Nomination Form is sent herewith for resubmission).

(Signature)

(Designation)

Reference to Nomination. Reference to Item No of objection

Nature of objection.	Reply.
1. A subscriber should enter his account number and state whether he is unmarried or married or a widower in the spaces provided for the purpose at the top of the form.	
2 A married subscriber cannot nominate any one other than his (1) wife or wives (2) Children or (3) widow or widows and children of a deceased son, so long as they are alive.	
3. In case the subscriber is a widower and nominates persons other than his children, or the widow or widows and children of a deceased son, he should certify on the form that he has no issue.	
4. Full names and private addresses of the nominees should be clearly stated in column 1.	
5. The words " " should be written in column 2 in lieu of " ".	
6. In the case of an "adopted child," it should be stated on the form whether, under the personal law of the depositor, adoption is legally recognized as conferring the status of a natural child.	
7. Column 2 has not been filled in against nominee No.	

Nature of objection.	Reply.
8. The word "major" or "minor" has not been entered in column 3 against nominee No. and the age of the minor nominee No. has not been stated.	
9. The word "whole" or the share of the deposit payable to each nominee or a specific sum should be noted in the column 4.	
10. The name and private address of the person who is to receive the minor's share has not been entered in column 5 against nominee No.	
admissible.	
12. The word "male" or "female" should be written in column 6 against the person named in column 5; his father's name should also be written in that column.	
13. In the event of the death of a subscriber, the amount at his credit is payable to his nominee or nominees at once. It cannot be held in deposit until a minor nominee attains majority. Columns 5 and 6 of the form must therefore be completed.	
14. Full signature with date, occupation and address of the depositor and of the two witnesses to his signature should be given in the spaces provided for the purpose at the bottom of the form. The place of execution should be noted.	
15. All vernacular entries in the form should be transliterated into English and all corrections should be duly attested.	
16. Nominations containing erasures cannot be accepted.	
17 A nomination with a condition or in favour of legal heirs cannot be accepted.	

G. P. F. 22.

General Provident Fund Form 22.

(To be printed on foolscap three pages.)

To be returned within a week of its receipt with reply in the right hand column.

Half-margin objection memo. on General Provident Fund Schedules and Vouchers.

OFFICE OF THE

No. , *dated* , *the* , *19* .

To

With reference to , your attention is invited to the item of objection noted below. Please return this memorandum at an early date with your reply in the right hand column. It is hoped that steps will be taken to prevent the recurrence of these irregularities.

(Signature)
(Designation.)

Reference to Schedules and Vouchers.	Reference to item of objection.	Reference to Schedules and Vouchers.	Reference to item of objection.

Nature of objection.	Reply.
1. Please furnish a copy of the order sanctioning the advance, which should state the specific purpose for which the advance is granted, and note that one is invariably attached in future to a bill of this kind. Where, however, this is of a confidential nature, it may be communicated to the Account Officer personally and confidentially [Note to Rule 20 (2) of the General Provident Fund Rules.] 2. The advance requires the sanction of 3. Please certify that the advance sanctioned does not exceed three months' pay of the subscriber, that it is covered by the balance at his [illegible] the instruction contained in [illegible] ule 20 (1) of the General [illegible] out of his previous advance of Rs. up to 19 . The balance of Rs. , together with the amount of the present advance exceeds three months' pay. The amount withdrawn in excess, *viz*, Rs. should be recovered, or the special circumstances under which the advance has been granted in excess of three months' pay should be stated. 5. The reasons for sanctioning the advance should be recorded in writing by the sanctioning authority. (*a*) As 12 months have not elapsed since the complete repayment of the last advance of Rs. taken in (*b*) As the advance of Rs. drawn by him in is still under recovery [*vide* General Provident Fund Rule 20 (3)]. 6. The number of instalments for recovery of the advance should be stated. It should be so fixed that the instalments should as far as possible be of equal amounts and in whole rupees [*vide* Rule 20 (4) (*a*) and (*b*) of the General Provident Fund Rules]	

Nature of objection.	Reply.

7. As the monthly instalment of recovery is not in whole rupees, it is suggested that the advance may be ordered to be recovered in

8. Why has no instalment towards the repayment of the temporary withdrawal of Rs. taken in been recovered from the pay for paid in . If he

authority on the schedule.

9. The temporary advance of Rs. , paid in , is recoverable in instalments of Rs. each. Please state why Rs. only was recovered from the subscriber's pay for ?

14. Deleted.

15. The payee's receipt sent to this office is returned herewith. It should be filed in your office as acquittance.

16. The number and date of treasury voucher or the amount and date of encashment of the bill in which the recovery or adjustment is effected should be quoted

17. The schedule is not in the prescribed form (G. P. F. 8). Please use the authorised form in future

18. The name of the month has not been entered on the top of the schedule.

19. The account number / name / rate of salary / rate of subscription of the subscriber has not been entered in the respective column of the schedule.

20. The correct of the depositor, as noted in the ledger, is and not , as noted in the schedule.

21. The name of the subscriber is not traceable in the books of this office. Please quote his account number or the number and date of your letter in which intimation of his having become a subscriber

office

23. As is not in superior service, he is not eligible to subscribe to the Fund. Please note and refund to him the amount recovered from him up to date.

24. The reason why no subscription as detailed below has been recovered from pay for the months noted against each should be stated.

(a)

Third page.

Nature of objection.	Reply.

(b) If payment has been stopped by the subscriber please state why this non-payment should not be treated as a discontinuance under Rule 5 of the General Provident Fund Rules.

25. The $\frac{\text{maximum}}{\text{minimum}}$ subscription payable by the subscriber in whole rupees on his pay of Rs. in respect of 31st March 19 is Rs. per month and not Rs. per month. The $\frac{\text{excess}}{\text{short}}$ payment at Rs. per month up to date should be $\frac{\text{adjusted in}}{\text{recovered from}}$ his next pay bill, quoting this as authority on the bill as well as on the schedule.

26. The subscriber having paid Rs. in April 19 , should continue to pay it throughout the year. The $\frac{\text{short}}{\text{excess}}$ payment should be adjusted in his next pay bill, quoting this as authority on the bill as well as on the schedule.

27. Please furnish details showing how the sum of Rs. has been arrived at.

28. The date of payment of subscriptions paid in cash has not been stated in the remarks column of the schedule.

29. The subscription for the duty period from to at Rs. per month is Rs. , which should be recovered from the next bill of the subscriber.

30. Please explain the excess recovery or point out credit for the outstanding balance of Rs. . See in this connection this office communication No. , dated the

31. [illegible]

[illegible]

him in in respect of

34. Please furnish voucher in support of charge and explain the cause of non-submission.

35. The order of payment on the enclosed bill has not been signed. Please return after completion.

36. As the voucher has not been stamped, it is returned herewith for completion and return.

37. The Insurance Company's receipt for Rs drawn in for payment of premium should be forwarded to this office for the necessary endorsement.

38. Please state what amounts were deducted from the pay bills for

39. Please state whether any advance was granted during the twelve months prior to his death resignation or retirement.

40. Please state the actual date of death, retirement or resignation and furnish copy of orders permitting him to $\frac{\text{retire from}}{\text{resign}}$ his appointment under Government.

41. Please quote the number and date of the Treasury voucher in which the sum of Rs. representing the balance at credit of (Account No.) in the General Provident Fund authorised for payment in this office letter No. , dated was drawn. If the amount has not been drawn, please explain the reason.

G. P. F. 23.

General Provident Fund Form 23.

(To be printed on white pulp board double foolscap 13″ × 13½″ both sides so as to include entries for four years.)

Account No.

Name

Designation

Ledger Card.

Pay on 31st March 19 Rs.

Year.	Opening Balance.	Subscriptions	Refund of Withdrawals	Withdrawals.	Closing balance.	Remarks.	
19 19 .							
April						Balance on 31st March 19 . Rs.	Space for Calculation of Interest.
May							
June						Deposit and Refund ,,	
July							
August						Interest 19 -19 ,,	
September . . .							
October							
November . .						Total Rs.	
December							
January						Withdrawals ,,	
February							
March						Balance on 31st March 19 Rs. ,,	
March (Final) . . .							
Total Rs. .							

Totalled by

Checked by

. F. 24.

General Provident Fund Form 24.

(To be printed on foolscap folio both sides.)

Master card.

Department | Month

District.	Subscription.	Refund of Withdrawal.	Withdrawal.
Total			
Total as per Detail Book.			
Difference.			

Initials of Auditors. Initials of Accountant. Initials of Gazetted Officer.

G. P. F. 25.

General Provident Fund Form 25.

(To be printed on foolscap folio, both sides.)

Register of Quarterly verification of balances.

Account No.	Last year's balance.	Curent year's balance at the end of the first quarter.	Current year's balance at the end of the 2nd quarter.	Current year's balance at the end of the 3rd quarter.

G. P. F. 26.

General Provident Fund Form 26.

(To be printed on foolscap folio, both sides.)

Proof sheet for the Department for the year 19 -19 .

———	April.	May.	June.	July.	August.	And so on.
Add—						
Opening Balance						
Subscriptions						
Refunds of withdrawals						
Transfers to this Department						
*Interest on closed accounts						
Total						
Deduct—						
Withdrawals						
Transfers from this Department						
Toal						
Closing Balance						
Balance statement figures						
*Nos. of Accounts						

G. P. F. 25.

General Provident Fund Form 25.

(To be printed on foolscap folio, both sides.)

Register of Quarterly verification of balances.

Account No.	Last year's balance.	Curent year's balance at the end of the first quarter.	Current year's balance at the end of the 2nd quarter.	Current year's balance at the end of the 3rd quarter.

G. P. F. 26.

General Provident Fund Form 26.

(To be printed on foolscap folio, both sides.)

Proof sheet for the Department for the year 19 -19 .

	April.	May.	June.	July.	August.	And so on.
Add—						
Opening Balance						
Subscriptions						
Refunds of withdrawals						
Transfers to this Department						
*Interest on closed accounts						
Total .						
Deduct—						
Withdrawals						
Transfers from this Department						
Toal .						
Closing Balance						
Balance statement figures						
*Nos. of Accounts						

G. P. F.-27.

General Provident Fund Form 27.

(To be printed on foolscap folio, both sides.)

Balance Competition for the year 19 .

Account No.	Name of Subscriber.	Balance from 19 .	Deposits and Refunds.	Interest for 19 .	Withdrawals.	Balance.	Remarks.

G. P. F. 28.

General Provident Fund Form 28.

[To be printed on Super Royal 12mo (4⅞" × 10½")]

Deposits Account

for the year ending 31st March 19 .

Account No.	Name of subscriber.	Opening Balance.	*Deposits during year.	Interest at for 19 .	Withdrawls during year.	Balance.

*Includes recoveries made during the months of April to March.

NOTE 1.—The subscriber is request to state whether he desires to make any alteration in any nomination made under rules of the Fund

NOTE 2.—In cases where the subscriber has made no nomination in favour of a member of his family owing to his having no family at the time but acquired a family thereafter, the fact should be reported to the Account Officer forthwith

NOTE 3.—The subscriber is requested to satisfy himself as to the correctness of the statement and to bring errors, if any, to the notice of the Account Officer within month (s) from the date of its receipt.

*(To be filled in according to the rules of the fund concerned)

Office of the Accountant General.

__________ Section. Signature.

Dated the 19 . Designation.

N.B.—This form should also be used for the deposit accounts of subscribers to the I. C. S. (Non-European Members) Provident Fund, Contributory Provident Fund (India), other similar funds, the heading being suitably revised.

G. P. F. 28-A

General Provident Fund Form 28-A.

(Same as G. P. F. 28 with a flap in the middle at its top and with letters "on H. M. S.—To" printed on its reverse, to obviate the use of separate covering envelopes.)

G. P. F. 29.

General Provident Fund Form 29.

(To be printed on foolscap folio, both sides.)

Register for watching recoveries of temporary withdrawals from the General Provident Fund.

Serial No.	Name and Designation.	Account No.	Authority.	Amount.		No. of instalments for recovery.	Month of advance.	Month of recovery.		Remarks.
				Sanctioned.	Withdrawn.			First.	Final.	
1	2	3	4	5	6	7	8	9	10	11

NOTE.—In column 10, the month of final recovery should be the month in which recovery of interest is completed.

G. P. F.-30.

General Provident Fund Form 30.

(To be printed on foolscap folio, both sides.)

Register of closed accounts.

Serial No.	Name of subscriber.	Account Number.	Date of closing.	Date of receipt of disbursement certificate.	Date of authorisation of residual balance.	REMARKS.

Note of Posting of Corrections.

Serial number of correction.	Form affected.	Date of Posting.	Serial number of correction.	Form affected.	Date of Posting.	Serial number of correction.	Form affected.	Date of Posting.

Note of Posting of Corrections.

Serial number of correction.	Form affected.	Date of Posting.	Serial number of correction.	Form affected.	Date of Posting.	Serial number of correction.	Form affected.	Date of Posting.

Note of Posting of corrections—*contd.*

Serial number of correction.	Form affected.	Date of Posting.	Serial number of correction.	Form affected.	Date of posting.	Serial number of correction.	Form affected.	Date of posting.

Note of Posting of Corrections—*concluded*

Serial number of correction.	Form affected	Date of posting.	Serial number of correction.	Form affected.	Date of posting.	Serial number of correction.	Form affected.	Date of posting.

GIPD—736 AG Delhi—25-6-85—2,000.